

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Richard Schadewald, Chair
Jamie Blom, Vice-Chair
Mark Becker, James Kneiszel,
John Vander Leest

ADMINISTRATION COMMITTEE

Wednesday, July 6, 2016

6:15 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 1, 2016.

- 1. Review minutes of:
 - a. Housing Authority (May 16, 2016).

Comments from the Public

Communications (None)

Human Resources:

- 2. Insurance update from M3.
- 3. Budget Status Financial Report for May 2016.
- 4. Turnover Report for May 2016.
- 5. 2016 Vacancies Report.
- 6. Position Approval Lists through June 27, 2016.
- 7. Human Resources Reports for June 2016.

Treasurer

- 8. Budget Status Financial Report for April 2016.
- 9. Resolution re: Reclassification of the Account Clerk II Position in the Treasurer's Department Table of Organization.

Corporation Counsel

- 10. Monthly Report, April and May 2016.

Child Support

- 11. Budget Status Financial Report for May 2016.
- 12. Departmental Opening Summary.
- 13. Director Summary May/June 2016.

Technology Services

14. Budget Status Financial Report for May 2016.
15. Technology Services Monthly Report for July 2016.

Department of Administration:

16. Budget Status Financial Report for May 2016.
17. 2016 Budget Adjustment Log.
18. Director's Reports for June 2016.

County Clerk – No agenda items

Other

19. Audit of bills.
20. Such other matters as authorized by law.
21. Adjourn.

Richard Schadewald, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Wednesday, June 1, 2016 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Schadewald, Supervisor Kneiszel, Supervisor Blom, Supervisor Vander Leest, Supervisor Becker

Also Present: Director of Administration Chad Weininger, Human Resources Director Brittany Zaehringer, Child Support Director Maria Lasecki, Technology Services Director August Neverman, Treasurer Paul Zeller

Audio of this meeting is available by contacting the County Board Office at (920) 448-4015

I. Call to Order.

The meeting was called to order by Chair Richard Schadewald at 6:15 pm.

II. Approve/Modify Agenda.

Schadewald indicated that Corporation Counsel does not have a report and therefore Item 3 can be struck from the Agenda. In addition, it was requested that Items 6 – 12 be taken following Item 1.

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of April 28, 2016.

Motion made by Supervisor Vander Leest, seconded by Supervisor Blom to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Review minutes of: *None.*

Comments from the Public. *None.*

Communications:

1. **Communication from Supervisor Schadewald re: the status of and reinstatement of the Facility Master Plan Subcommittee. *Referred from PD&T and County Board Chairman Moynihan.***

Schadewald said he has had conversations with County Board Chair Pat Moynihan on this and the Facility Master Plan Subcommittee will be reinstated. The reason this is being brought forward at this meeting is because the Subcommittee originated through the Administration Committee. Anyone interested in being on the Subcommittee can let Chair Moynihan know.

No action taken.

Although shown in the proper format here, Items 6 – 12 were taken at this time.

County Clerk

2. **Budget Status Financial Report for April, 2016.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

3. **Monthly Reports. *To be distributed prior to the meeting.***

No report; no action taken.

Child Support

4. **Budget Status Financial Report for April, 2016.**

Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Director's Report for April/May 2016.**

Child Support Director Maria Lasecki referred to her Director's Report in the agenda packet. She said her office has been very busy and performance continues to increase but the case load also continues to increase. The caseload per case worker is currently 1040 cases which is insane. Lasecki said the complexity and nature of cases they are dealing with makes this almost unmanageable. They are trying to mitigate and through a work group they have redefined some duties and shifted some things around to meet the federal mandate that they review cases within six months. They are able to consistently meet that rule and do a good job of getting cases in court when they need to and they have done this by creating a review and adjustment specialist position. Lasecki wants to assure the Committee that they are doing everything they possibly can to work with the number of staff they currently have, but if the community continues to grow at the current rate, it will be a challenge to keep on top of these cases.

Schadewald advised the Committee that Lasecki provides a good, complete report every month and has won some awards and runs a very good department. He encouraged the Committee to visit the department if they have not already done so.

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources:

6. **Budget Status Financial Report for April, 2016.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Turnover Report for April.**

Human Resources Director Brittany Zaehring explained that this report has gone to the Executive Committee already and will also be provided to each of the other Committees for review.

Zaehring said Items 7, 8 and 9 are all somewhat related and the Committee may wish to look at this all together. Item 7 is the turnover report, Item 8 is the vacancy report which is slightly different and Item 9 is the list of vacancies that were approved by Administration, Human Resources and the Executive. This is being provided to the Committee pursuant to the new ordinance that was passed last month.

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **2016 Vacancies Report.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Position Approval List.**

Zaehringer explained that at the last County Board meeting the Board voted to make a change so that vacancies no longer have to go to the Executive Committee. Human Resources approve the positions, but the Board still receives all of the paperwork.

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Resolution re: Reclassification of the Senior Payroll & Benefits Specialist Position in the Human Resources Table of Organization.**

Zaehringer explained there has been a vacancy in the benefits position since June of last year. Prior to that, there have been about three or four people in the last three or four years in that position. There have been three different postings for the position prior to Zaehringer's arrival along with one posting since she has arrived. Candidates were selected from two postings and offers were made, but the offers were turned down due to salary. Through Zaehringer's assessment of the HR Department, she feels that having a combined senior payroll and benefits specialist position is not the most optimal. She feels they need to have someone focused solely on benefits. Zaehringer split the job out and re-posted and there are two final candidates, but both are requesting additional compensation over the \$65,000 where the position is budgeted. There have not been any qualified candidates at the \$65,000. Zaehringer noted there is currently one person handling benefits for the entire county and she feels the County really needs to be competitive with this position. Director of Administration Chad Weininger noted that the County Executive has signed off on this position.

Motion made by Supervisor Blom, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Resolution re: Authorizing the Use of General Fund for Employee Wage Adjustments.**

Weininger asked that this Item be postponed until the end of the meeting to allow Zaehringer to continue with her report due to her time constraints. This was agreeable to the Committee.

Supervisor Becker arrived at 6:21 pm

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to hold this Item until the end of the meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in the proper format here, this Item was taken following Item 21.

Weininger provided the Committee with a handout, a copy of which is attached. He said sometimes when the County Executive submits his budget there is a wage increase included. It is usually something like a 1% wage increase and a 1% pay for performance. Last year there was a motion on the Board floor to change that. Weininger said they had just done the class and comp study and some employees fell below the minimum of market and others were at the high end of market. The Board passed a motion with the intent of bringing as many people as possible up within a certain dollar amount to the mid-point.

Weininger continued that there were x amount of dollars set aside and administration used those dollars to come up with methodology to bring people who were below market to the mid-point. He used the handout attached to explain how the calculations were made. He said if you look at the

mechanic's pay on the handout, it's \$23.28. Then they decide where the mechanic falls within the pay range. The calculation shows that the mechanic's pay is at 102.69% of the market. Administration then determined what percent would need to be applied to get everyone at market. Weininger continued that under this scenario, because the 104.67% is rounded up to 105%, it disqualifies the people at market to get the 2% so they get 1% because the Board's intent was to bring everyone to market. This affected a number of employees who came forward to the Executive Committee and asked that this be recalculated. The figures were recalculated and the revised figures are shown at Item G of the handout.

Weininger said the net effect of this is \$60,000 on levy and the entire overall effect of the entire budget is \$72,117. Because they are using general fund there will be a structural deficit going into the 2017 budget and he is anticipating the Board will go forward with this as a means to fill the shortfall and to round down to the lowest number so people do not get pulled back.

Schadewald said Weininger explained this well in the sense that the intent of the Board was to do one thing, but the way the resolution was worded was not the best. Schadewald said the intent was for the people who were at below market for years to get more versus the people who were above market. Weininger said last year what was proposed was a 1.66% COLA adjustment and then a .4% wage adjustment, but because the class and comp came out, they wanted to try to get the people at the low end up as high as they could to market. If you just do a strict 2% COLA, what happens is that the people already above market just get pushed up further so this was to try to reallocate the dollars for the people that were below market to get to market.

Schadewald said that for people that are really, really below market, even with the adjustment they may still be below market. There was not a guarantee that employees made it to a certain level. Weininger said there is below market and under below market and they did bring everyone that was at under below market to below market, and then they got the 3%. One of the things that will have to be considered for next year if there are raises is if it should be a standard COLA or some type of wage adjustment.

Supervisor Vander Leest feels this is a good proposal and a great start and it sounds like administration is trying to be fair across the board. Weininger said we are at pre-recession employment numbers and there are baby boomers leaving making the market very competitive. The goal is to try to get people to market so there is less turnover.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

12. **Human Resources Reports for May, 2016.**

Zaehring provided the Committee with a chart regarding insurance, a copy of which is attached. She referenced her Director's Report contained in the agenda packet and highlighted several areas, the main one being insurance. She noted the Benefits Advisory Committee met for the first time recently. Good feedback was received and the first meeting was spent explaining the benefits plan such as what it means to be self-funded. Trends in healthcare were also discussed and HR shared the last few years of the health and dental budget with the Committee. Schadewald wanted to make it clear that this issue is going to be big for the Board to figure out because it impacts all employees and all budgets. He said the Administration Committee is going to need to make a good analysis of the issues to provide to the other Supervisors.

Zaehring continued that based on the calculations they have and how the plan has been running for 2016, a \$3 million dollar deficit is expected which will bring the fund balance down to \$3.4 million dollars. HR is working with the broker to find options but it is Zaehring's understanding that things that could have been done in the past to alleviate some of this were not approved at budget time. Something new will have to be done because eventually the fund balance will not be there.

Supervisor Becker asked why there is such a deficit every year. Zaehring responded that fees and other items go up, but the Board has not adjusted the funding of the plan. Premiums were not adjusted and rates were not changed so the County was not charging the right amount. Administration had presented proposals that would have corrected this, but during budget decision making by the Board, those things were turned down. Becker said it appears that what the County charges employees for health insurance needs to increase and Zaehring agreed. Zaehring said the County's broker looks at every year what it would look like to be fully insured and what it would look like to be on the State plan and every year being fully insured looks to be the best option but still was not a great program. She said the County runs an HRA program where employees are allowed to carry the HRA over for two years when they terminate rather than the funds coming back to the County. Also, the County had a VEBA plan for which the County pays the fees instead of the employees. There are things that could be done, but have not been done so far and it has been kicked down the road, but Zaehring does not feel it can be kicked much further.

A question was asked if the HRA plan is County funded or employee funded and Zaehring said that it is employer funded. The HRA contributions are tiered based on PHA scores. There are also ways to earn incentives by participating in certain wellness activities. The annual contributions by the County are about \$2 million dollars per year.

Supervisor Vander Leest asked what the average percentage is paid by employees for health insurance. Zaehring said that the premiums are also tiered depending on if the employee does the PHA. Those who participate in the PHA pay 12% while those who do not pay 17%. This is something that could be increased and there was also discussion about tiering this based on PHA scores. Zaehring noted that it is common in the private sector for insurance to be paid on an 80 – 20 basis and she also noted that part of working in the public sector is looking at the benefits because of the pay.

Zaehring opined that if some of these smaller changes were made a few years ago things would be different, but now going into 2017 the County is in a hard spot. She said there are a number of options that they will be looking at such as increasing premiums and eliminating the VEBA rollover and other things such as starting to have employees pay the administrative fees on the VEBA which is currently \$9 per employee per month. There are other things that could also be done like reducing the HRA contribution and staggering premiums based on the HRA. There are different combinations of options and HR is looking at all of the different scenarios, but Zaehring felt that a combination of things would probably be necessary. She did not think that adjusting the premiums to 20% would be sufficient to make up the full difference.

Supervisor Blom asked about the healthcare provider partners and whether they are increasing costs and if there is the ability for employees to pick different healthcare providers. Zaehring said that currently, according to the broker, being in the Care Choice plan where we are now is the most cost effective. Under the plan, doctors are tiered and the County made the decision to make all primary care providers tier one. Blom asked if there was data from the broker regarding costs of services at different providers. Zaehring said that that could be broken down and Blom said that that information may provide the ability to negotiate with the other service providers. Zaehring said that doing that would mean that the County would come out of the Care Choice program and it would have to be done individually, and it was said in the past that it would not be cost effective. She also said she has heard that most of the providers in town are pretty comparable.

Zaehring continued that the plan submitted by the Executive last year contained some things that would have drastically impacted the negative balance, but when it got to the Board level, it was not approved. Schadewald said what happened was the Administration Committee looked at the proposals and some changes were made after some discussions. At the County Board meeting, enough pressure was brought that the Board felt the employees should keep what they had. Weininger added that the same proposal had been proposed by Administration for the last two years. Administration then tried to be a little more flexible to bend the curve so they wanted to bend the use some of the health fund fund balance to avoid the drastic changes. The first round

would have pretty much taken care of it and there would have been one or two years to make some minor adjustments and then a proposal went to Administration Committee who made some minor adjustments and sent it on to Executive Committee. Executive Committee made some minor tweaks and then sent it on to the full Board for approval. The Board sent it back to Executive Committee and then the employees came forward and said they wanted to keep things as is. Another proposal was then brought forward which was not passed by the full County Board and that resulted in the County being in the position they are in now. Weininger continued that the County is spending about \$3 million dollars but if you look at the amount that is restricted for HRA dollars, it is about \$2.7 million dollars so the fact is there really is not any money. He said the County is at a critical juncture where something has to be done and that HR is working with the broker to come up with some options.

Schadewald explained that all departments have to know what is being done with insurance because the main part of every departments' budget is employee costs. These are decisions that need to be made soon and he noted that if the decisions are changed later, the entire budget will be skewed.

Supervisor Kneiszel asked if there was a proposed change that was getting all the objection at the County Board level. Weininger said that originally the County Executive and administrators were pushing a tiered system that would be tied to the premiums so that the employees who are doing really well with their health would receive the best rate. Those who are not managing their health or refuse to participate in the PHA would pay a little more. That is the way the administration has been trying to get employees engaged in their health and make them health conscious consumers to start choosing doctors that provide better care at a more affordable rate. Weininger said at the end of the day the claims drive the costs so that was a way to control the claims. For the last several years this proposal has been moved forward and each year the employees are opposed to it. Now, at this juncture, something has to be done. Additionally, trying to put all the changes on the front end the first year was too much and the second year they tried to pull some back out, but the Board did not want to make the changes and now something needs to be done because if it is not, there will be a liability on the books.

Schadewald also said that if employees are not having wage increases that cover the increased insurance costs, employees are not happy. This insurance component needs to be fixed or it will be a crushing blow. Zaehring added that the HRA was not meant to be a permanent benefit. It was supposed to phase out but it has not phased out and this is also part of the problem. Schadewald felt it was very unusual that premiums have not been raised for a number of years. Weininger said that what has typically happened in the past is there have been changes to the plan design that reduced the cost and the changes were made without affecting the premiums.

Schadewald said the reason for this report is although there are not solutions tonight, the Committee has been made aware what the benefits will look like and when we talk to the other County Board members in the next few months we need to make them aware that this is an issue. Administration will make some determination as to what they are going to do so they can budget and Schadewald said when the decisions are made the Administration Committee needs to be transparent and explain why the Committee did what they did and then there will be a debate.

Zaehring said the Benefits Committee will meet again on June 14. They have requested some information and M3 is getting the information together. One of the things that the Committee will be looking at is moving the retirees into a separate plan because the claims of that population are significantly higher. The Committee also wants to look at what was submitted in 2015 for 2016 as well as getting information on defined contributions versus defined benefits.

**Motion made by Supervisor Becker, seconded by Supervisor Blom to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Department of Administration:

13. Budget Status Financial Report for April, 2016.

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Departmental Opening Summary.

Weininger noted that he is hoping to hire an administrative coordinator relatively soon.

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Budget Adjustment Log.

Motion made by Supervisor Blom, seconded by Supervisor Becker to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Director's Report for May, 2016.

Weininger stated they are starting the budget process and noted that health insurance will be a huge factor. He said that if the County tries to hold the tax rate the same, they can go up under \$2 million dollars but he will have a more concrete figure later on. Departments will start to come to administration with changes they would like to make to their tables of organization or contracts they would like to enter into and all of that is prioritized so a decision can be made on funding. If there are recurring needs that have to be addressed, administration will try to find a way to fund them.

Schadewald said that the \$2 million dollars Weininger referred to will not even fix the insurance situation, let alone fund any new programs or initiatives. Weininger agreed and said that the 2017 budget will be more difficult than last year's budget and some hard decisions will have to be made. Administration will try to bring forward a budget that will have enough support to get through the Board. The Executive sets the parameters and then works with department heads to try to achieve the numbers.

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

17. Budget Status Financial Report for April, 2016.

Treasurer Paul Zeller referred the Committee's attention to the interest on taxes line of the revenue section. He explained that the department is running pretty close to where they need to be at this time of year and interest and penalties are coming in at rate. He said he is concerned about Account 4905 which is for interest earned on reserves. Zeller explained that what is happening is the interest rate environment on investments that the County can make is not favorable. He continued that he has been running a 50 – 50 mix of short term investments and long term investments for the last two years. The County has roughly \$100 million dollars in investable reserves. The policy that is followed is to invest \$50 million dollars in short term money market instruments to handle cash flow needs every month and the remaining \$50 million dollars is held in securities with a one to six year term. What Zeller has done over the last month has moved the mix to 60 – 40 with \$60 million dollars in long term investments and \$40 million dollars in short term investments to find some better yields. Zeller intends to stick to this breakdown for the rest of the year and hopes to get an increase in Federal Reserve in June or July and he is projecting that there will then be an interest rate increase which will help and as the investments mature he will be able to reinvest at a higher yield.

Zeller also talked about the gain or loss on sale of tax deeds line and said that the numbers reflect the results of the attempts in selling foreclosure properties. They are way ahead on the 2016 results and this is based on the homestead proceeds claim deadline expiring on many of the sales from the last year. He explained that when a property is sold, the former owner has a statutory right to claim

proceeds from the sale that may remain after all costs are paid. Zeller has an obligation to try to contact these people, but they are not easy to find. There is a provision in the statutes that the claim expires 60 days after notice and this line represents the funds that were not claimed.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Discussion – Treasurer’s Office Personnel Updates:**
a) **Retirement of Account Clerk II effective 06-03/2016.**

Zeller explained for the new supervisors that the Treasurer’s Office is a small department of five. The person in the Account Clerk II position which is the primary incoming phone and customer service position is retiring. He said he has rewritten the position description and is planning to hire a replacement at an Account Clerk I description. This will come to the Committee soon and in the meantime, administration has allowed the Treasurer to bring in an LTE to help the office out during the next two much which will be busy because of the second installment tax collections.

Zeller concluded by welcoming the Committee to stop in the office to see the operation and meet the staff. He said that his staff always appreciates meeting the Board members. He also thanked Chad Weininger for all of the help he has given to the Treasurer’s Department over the last year.

No action taken.

Technology Services

19. **Budget Status Financial Report for April, 2016.**

Motion made by Supervisor Becker, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Resolution re: Reclassification of the Service Desk Specialist Position in the Technology Services Table of Organization.**

Technology Services Director August Neverman reported that the position is currently an LTE in the budget. He said that since he has been here they have gone through six different people in the LTE position and this is not favorable for customers of the County. He would like to make this a full time position with benefits to get some consistency and stability in the position. He also noted that this is within the current budget.

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

21. **Technology Services Monthly Report for June, 2016.**

Neverman talked about the tablets and said that the next step will be to train County Board staff on the use of the tablets and then tablets will be distributed to the Administration Committee and then the Executive Committee.

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

22. **Audit of bills.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

23. Such other matters as authorized by law.

The next meeting will be held on July 6, 2016 at 6:15 pm.

24. Adjourn.

Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to adjourn at 7:22 pm.

Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, May 16, 2016, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Ann Hartman – Chair, Tom Deidrick (by phone), Corday Goddard (arrived at 3:54pm), and Andy Williams

MEMBERS ABSENT: Andy Nicholson

OTHERS PRESENT: R. Hallet, M. Roberts, M. Reed Kadow, Stephanie Schmutzer, Margaret Young

APPROVAL OF MINUTES:

1. Approval of the minutes from the March 21, 2016, meeting of the Brown County Housing Authority.

A motion was made by A. Williams and seconded by A. Hartman to approve the minutes from the March 21, 2016, Brown County Housing Authority meeting. Motion carried.

COMMUNICATIONS:

2. Letter from HUD dated April 1, 2016, regarding Exclusion of the Use of Arrest Records in Housing Decisions.

R. Hallet explained a PIH Notice, 2015-19, was released by HUD to indicate PHA'S can no longer rely solely on arrest records in the determination of denial or termination from programs. She stated the staff will look into if the Admin Plan is in compliance with this new regulation.

A. Williams inquired if this letter could be passed onto the Public Safety Committee of Brown County, since this Committee deals directly with the Drug Task Force, who reports on such arrests throughout the community. His hope is that this will reinforce the idea that an arrest is not a conviction. R. Hallet agreed she could look into sharing this with them.

T. Deidrick asked for clarification that if an applicant is charged with a crime, if the PHA must refrain from taking an action on that until a verdict has been reached. R. Hallet confirmed that is correct. She had asked HUD for clarification on a situation in which an applicant has an arrest but does not yet have a conviction when their name reaches the top of the waiting list, must the PHA accept them if they are otherwise eligible. The response from HUD was yes, and then if the conviction is later substantiated then the PHA must terminate the assistance. M. Roberts added that the PHA could then issue an overpayment along with the termination.

3. Letter from HUD dated May 5, 2016 regarding UPCS-V Demonstration.

R. Hallet reminded the Authority that as was explained a few months ago, HUD is exploring changing how inspections on HCV units are conducted. Currently PHAs are required to follow the Housing Quality Standards (HQS) inspections but HUD is looking at changing to Uniform Physical Conditions Standards – Voucher (UPCS-V) instead. The letter indicates HUD is now

accepting comments for how the demonstration should take place and is accepting applications from PHAs interested in participating in the Demonstration.

As a late communication, R. Hallet announced that the Authority received a letter from HUD with the results of the SEMAP score. Due to the effort of ICS, the BCHA scored a 96 percent, as a High Performer status once again. R. Hallet congratulated ICS and thanked their team for all their efforts and hard work.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

M. Reed-Kadow reported that for the month of April there were 213 preliminary applications.

B. Unit Count

The unit count for the month of April was 3,201.

C. Housing Assistance Payments Expenses

The HAP expenses amounted to \$1,319,782.

D. Housing Quality Standard Inspection Compliance

There were a total of 364 inspections, of which 202 passed the initial inspection, 60 passed the reevaluation, 62 resulted in a fail, and 40 were no-shows.

A. Hartman inquired if this is an unusual number of no-shows for this month and what the reasons were. M. Reed-Kadow explained there are a variety of reasons for this such as miscommunication between tenant and landlord. M. Roberts explained this is not an unusual number of no-shows. He explained currently ICS is performing more inspections, more letters are going out, and the time of the year are factors contributing to the number of no-shows. The ICS staff has been researching the reasons and factors behind no-shows but it is too hard to tell at this point. M. Roberts explained he has encountered many cases in which the client has simply forgotten about the inspection.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

M. Roberts stated that this month there were 195 port outs with an associated HAP expense of \$170,820.07. The administrative expenses for ICS were underspent by \$14,413.44. The FSS program was underspent by \$3,693.99.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

M. Reed-Kadow reported that 78 participants are currently enrolled in the FSS program. Of that number, 53 participants are at level one, eight are at level two, nine are at level three, and eight are at level four. There were five new contracts established, one graduate, and zero terminations for the month of April.

M. Reed-Kadow concluded the FSS report by stating that there are currently 31 escrow accounts. There are 55 homeowners.

M. Reed-Kadow relayed a success story of one of the participants: This participant is set to graduate in June by completing all of the goals she had set for herself, graduating with honors, finding a job in her field, and starting the first steps toward

homeownership. The future graduate will leave with an escrow account of \$12,000 which accrued over her five- year span in the program. She plans on dividing up this money to use in part for a downpayment on a home and the rest for other expenses.

G. VASH Reports (new VASH and active VASH)

M. Reed-Kadow stated that there are no new VASH clients for the month of April. Currently, there are 28 participants in the VASH program.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

M. Reed-Kadow stated that for the month of April there were 12 new investigations assigned, 10 previous investigations were closed, and 10 investigations are still active. There were 111 applications processed; of that number, 107 were approved and four were denied. M. Reed-Kadow summarized the Initial Applications by Municipality and Fraud Investigation by Municipality charts.

I. Quarterly Langan Denials report

M. Reed-Kadow explained the reasons for the denials were for disorderly conduct and battery and disorderly conduct. ICS initially wasn't aware of these charges, but Langan denied them because one of the charges was under another name on a website ICS does not have access to. The other was on a website ICS does not have access to.

J. Quarterly Active Cases Breakdown

M. Reed-Kadow explained 50 percent of HCV participants have a head of household that is elderly or disabled, 38 percent the head of household is not elderly or disabled but has earned income, nine percent the head of household is not elderly or disabled, does not have earned income, but has dependents in the household and three percent is not elderly or disabled does not have earned income or dependents.

K. Quarterly End of Participation

M. Reed-Kadow explained there were 77 total terminations in this quarter of 2016. The top three reasons for termination were voluntary termination, violation of family obligations for the program or termination due to zero assistance.

L. Quarterly Customer Service Satisfaction

M. Reed-Kadow explained 77 percent rated the services of ICS as excellent, 17 percent rated very good, three percent rated at good, zero percent rated it fair, and three percent rated the services at poor.

OLD BUSINESS:

5. Discussion of any joint goals of BCHA and ICS.

A. Reducing costs related to port out vouchers.

R. Hallet explained this item was tabled from the March BCHA at A. Nicholson's request, then carried over from the April meeting at which there was no quorum. She opened the meeting up for discussion on possible courses of action. A. Hartman expressed her concern about the applicants who acquire a voucher and then use the voucher in another city. Giving vouchers to communities in need is not a concern, however being required to keep the vouchers on the list for an extended period of time is a burden. She asked for clarification on how long it takes for another PHA to absorb the voucher and accept financial obligation. S. Schmutzer explained it depends on what the PHA wants to do with their utilization numbers. M. Reed-Kadow explained it

is extremely difficult to predict when a PHA will absorb an outside voucher since each PHA is so different. R. Hallet explained there is no time limit for a PHA to absorb, as it entirely depends if they have vouchers available. A. Hartman inquired about the timeframe of a voucher being used after a recipient has left the county. There was general agreement that there are port out participants for which BCHA is being billed for their voucher more than three years after they have moved. A. Hartman stated the other PHA should accept the outside voucher after so much time has passed. S. Schmutzer explained the PHA may not have the ability to absorb the outside voucher due to their current numbers. There may be housing stock available in that location, but the PHA doesn't have the ability to provide the participant with their own voucher due to their allotted number of vouchers. A. Hartman expressed the recipients should then be required to return to the jurisdiction of their original PHA until they can receive a voucher in their desired location.

M. Roberts stated in the article brought forth by A. Hartman from a previous meeting, there should be limitations on how long a voucher can be utilized. This is a very complex situation because the ability to absorb vouchers varies for each PHA. A. Williams stated there is a discrepancy that is unseen in the HUD reports since the funding for the program is going to Brown County it then sometimes is ported somewhere else. A. Hartman expressed her concern that the program is being taken advantage of in a way that was unforeseen in its conception. It is much easier these days for applicants to figure out which PHA has available vouchers because of the internet. M. Roberts expressed that it would be beneficial if HUD could identify which PHAs have the financial ability to absorb versus those that are only able to bill.

R. Hallet explained since this is a federal law only the representatives in Congress can affect the matter. A. Hartman inquired on how many PHA's face a similar problem. M. Roberts explained, through his discussions, he knows for sure that the PHAs of Cheyenne, Wyoming and Grand Forks, North Dakota are also dealing with this issue. A. Hartman expressed her concern that the original bill has not been amended to address this issue. R. Hallet explained HUD has made adjustments to how the billing of the vouchers takes place, which indicates that HUD is aware of and looking at the problem to find an equitable solution. However, not enough time has passed that to indicate if these changes have made any real difference for the Authority.

A. Williams stated that when a participant ports out, we lose contact with that client, therefore, we lose the proactive control that our PHA takes over the participant's behavior on the program. S. Schmutzer echoed that with port out clients, there is no ability to go those who commit fraudulent activities. T. Deidrick stated HUD may see the funding as federal money being allocated to Brown County, instead of as Brown County's money. It is a national program that is be used in the communities of the participants' choice. R. Hallet agreed, stating the funding is being administered by Brown County Housing Authority on behalf of the federal government. A. Williams stated the Authority could claim there is no need for the funding of outside vouchers. T. Deidrick indicated another factor is if the federal government decides to cut the number of vouchers given to a PHA, even if the PHA believes it needs a certain number. The government can make a ruling and lessen the amount of vouchers allocated to that PHA. It is hard to know which aspect of this issue the government will focus on. He explained the Authority should evaluate the aspects of the issue and plan for any potential situations in the future in order to be prepared for a future government ruling. A. Williams stated the Authority has not yet taken significant action in solving this issue. S. Schmutzer explained that in the conversations with HUD a suggestion

was made to cap the amount of funding for port outs. There was a general discussion on the action the Authority has taken, the inability of the Authority to do more to impact this concern and that Congress is the only recourse to changing the regulations regarding portability.

NEW BUSINESS:

6. Approval for BCHA/ICS to register for the UPCS-V Demonstration.

R. Hallet stated that as explained in agenda item #3, HUD is accepting applications for PHAs who wish to participate in the UPCS-V Demonstration. Staff would like the Authority's approval to apply. M. Roberts explained that by participating in the demonstration the Authority will be able to experience the new inspections first-hand and be able to comment on the process. This way the Authority can be actively involved in making the new regulations for inspections instead of being handed the new regulations to abide by and having questions or concerns. For example, some issues are seasonally related. Another benefit is knowing the software compatibility. He explained it would be greatly beneficial to be on the ground level of the demonstration and knowing how it will impact the Authority before it is made a requirement. M. Roberts stated the Authority meets all of the requirements of the demonstration and has two full-time inspectors who will be able to provide crucial feedback. He explained that having first-hand knowledge from previous training, he knows the complexities of the UPCS system.

M. Roberts explained that some landlords get frustrated with the current HQS system since it is so "black and white". The UPCS system is a little more detailed since it adds levels to the inspection criteria. A failure in the inspection can be due to the definition of the form and not the actual condition. In some cases, landlords will question ICS on the reason behind a failed status.

A. Williams asked for an example of this instance. M. Roberts explained he could put together a summary of the differences between the two systems for the Authority. He explained is only concern for demonstrating the new system is regarding if the Authority will continue doing HQS or how the UPCS system will be incorporated into the existing program. A. Williams added that another consequence is some landlords may now pass inspections since the newer system may be more objective. A. Hartman inquired when the Authority would be made aware if it is accepted into the program. M. Roberts stated the Authority should know in July.

A motion was made by A. Williams and seconded by C. Goddard to approve the BCHA/ICS to register for the UPCS-V Demonstration. Motion carried.

7. Approval to use BCHA Conversion Loan program two blocks outside of impact area.

R. Hallet explained the Authority provides a downpayment and closing cost assistance loan program, administered through NeighborWorks® Green Bay, which is to help families who are interested in buying a two family home and converting it into a single family. This program is intended for a designated area of Green Bay, but there is a party interested in purchasing a home two blocks outside the area. R. Hallet inquired if the Authority would grant an exception to the program to aid Margaret Young in purchasing the property. A. Hartman inquired if the reason for where the boundaries were drawn was known. R. Hallet stated she is unsure of the reason behind these boundaries; they are the same boundaries that NeighborWorks® and the City of Green Bay use to administer other programs. These are areas where the City and NeighborWorks want to increase homeownership.

A. Williams inquired about the changes M. Young plans to make to the property. M. Young explained the house was originally a single family home which had been converted into a two-family over 10 years ago and she wants to convert it back to a single family home. M. Young explained the layout for the conversion. She is looking to take out some steps and the extra kitchen. A. Williams inquired about how much the loan would be for. R. Hallet explained the loan would be for a downpayment amounting to \$10,000. A. Williams inquired on how NeighborWorks® will be repaid for the loan. S. Schmutzer explained there is admin portion given back to NeighborWorks® and the property is registered with Authority as the second mortgage holder. R. Hallet explained the loan is due once it ceases to be the primary residence or if it is sold.

A motion was made by A. Williams and seconded by C. Goddard to approve the NeighborWorks® loan outside of impact area. Motion carried.

T. Deidrick suggested it would be wise to limit the loan to the specific address of the property.

An amendment of the previous motion was made by A. Williams and seconded by C. Goddard to approve the loan for 979 Howard Street. Motion carried.

8. Discussion and possible action regarding use of Administrative Reserves and HCV Lease up.

R. Hallet explained the Authority and ICS have stopped the aggressive lease ups, which resulted in using the administrative reserves and HUD has indicates the Authority is doing better in spending down the HAP reserves and is no longer on the "Hot List", but still needs to get the HAP reserves down to the acceptable level. R. Hallet and ICS have been working on options to continue to spend down the reserves per HUD's request. The option that the staff is bringing forth to the Authority today is to add an additional staff member to ICS which would focus on housing hard to house families and landlord outreach and relations. She explained the BCHA is lacking in area.

M. Roberts explained this position would develop and coordinate landlord training programs, which would be a good opportunity in the UPCS demonstration. In the past ICS attempts for staff to plan landlord meetings in addition to their caseloads and existing responsibilities have not proven successful. Developing a curriculum for this training that is consistent and having more time to work with landlords would be beneficial. At the same time, this position would be balancing with aiding hard to house families. A. Hartman inquired the purpose for this position is to potentially increase the amount of lease ups for the Authority. M. Roberts and R. Hallet concurred with this statement. A. Hartman expressed her concerns with that these potential landlord programs could be similar to the landlord and apartment association meetings already held in the city. M. Roberts explained ICS staff members are attending these meetings to get a better understanding of how to work with landlords and outreaching to landlords for potential cooperation. R. Hallet stated these efforts will be focused on getting landlords cooperation to work with the HCV program, specifically. It has been a common occurrence that clients have a voucher ready to be used, but encounter landlords who do not want to deal with the HCV program. Working with landlords will dispel some of the myths of the voucher program and help better educate them about the Authority's clients. M. Roberts added this would help educate landlords on the mission of ICS and all of the programs it administers.

A. Williams inquired about landlords who are apprehensive about working with the clients. S. Schmutzer explained there are some clients that have outstanding debt and landlords are reluctant in working with them. A. Williams expressed that since the Authority may be

participating in the UPCS demonstration, landlords might be more willing to work with the ICS and the staff and thus a new landlord outreach program may not be needed in the long term. A. Hartman stated there is still a stigma for the ICS due to past clients. It is up to the ICS staff to remove this stigma. There may not be a need for an additional staff member to do this if ICS is in the UPCS demonstration. A. Williams stated there may be some prejudice from landlords because of past events and a new face may not be the best way to remove the stigma. There was a general discussion on the value of the potential additional staff member. More deliberation is needed before making a decision.

A motion was made by A. Williams and seconded by C. Goddard to table this item for the BCHA meeting in July 2016. Motion carried.

9. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2016.

M. Reed-Kadow explained there are not significant changes to the proposed Utility Allowances to be approved. The only notable change is the price of gas and oil went up. A. Williams inquired about the rate of measurement. M. Reed-Kadow explained the staff acquires the amounts by contacting utility providers for a monthly value.

A motion was made by A. Williams and seconded by T. Deidrick to approve the proposed Utility Allowances for the HCV Program, effective July 2016. Motion carried.

10. Approval of updated Passbook Savings Rate.

R. Hallet explained that this Passbook Savings rate comes into effect when a tenant has more than \$5,000 worth of assets, at which point the Authority must count the greater of the actually interest earned or an imputed dollar amount arrived at by applying the Passbook Savings interest rate to the market value of the total of the participant's assets. PHAs may set their Passbook Savings Rate within +/- 75 basis points of the national savings rate, which is currently 0.06 percent. We may therefore set it within the range of zero to 0.81 percent. R. Hallet stated the Authority is currently at zero percent and it is her recommendation that this continue. A. Williams commented that assets are self-reported assets which may not be reliable. He inquired which rate would be used if the clients' assets were more than \$5,000. R. Hallet explained the rate would be the greater of the actual interest earned from the assets or the imputed rate.

A motion was made by C. Goddard and seconded by A. Williams to approve the updated Passbook Savings Rate. Motion carried.

11. Request for direction on annual review of investments.

S. Schmutzer explained the Authority requested annual information on the investments a few years ago. She asked for clarification on the information the commissioners would like. In the past she has requested information from different banks regarding their products and interest rates, however there are not a lot of products on the market right now that meet the Authority's needs. The Authority currently uses a sweep account in which money is moved out to different banks which ensures it remains FDIC insured as mandated by HUD. This way the money will not have to be spread out to numerous banks and then need to be pulled back in. Not a lot of banks offer this service. The other option would be to use specialized bonds such as government bonds to be insured in a way other than FDIC. S. Schmutzer asked for clarification on if the Authority would prefer she reported on what different banks have and what the percentages are or to go out to see if other banks have a similar service. Likewise, she requests

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how often the Authority would like a report on this. There was a general discussion that concluded that asking what rates the Madison or Milwaukee PHA's receive to give a broader picture on the subject. A. Williams suggested a report every two years would be sufficient.

A motion was made by A. Williams and seconded by C. Goddard for the review of the investments to be done on a biannual basis. Motion carried.

INFORMATIONAL:

12. Review of Housing Choice Voucher section of Lead the Way training.

Due to another pending meeting in Room 604, this item was tabled until the June meeting.

13. PIH Notice 2016-05 on Streamlining Administrative Regulations for Programs.

Due to another pending meeting in Room 604, this item was tabled until the June meeting.

14. Reorganization of Community Services Agency.

Due to another pending meeting in Room 604, this item was tabled until the June meeting.

15. Discussion of Daily Caller News Foundation article.

Due to another pending meeting in Room 604, this item was tabled until the June meeting.

BILLS:

S. Schmutzer stated there was nothing out of the ordinary with the bills for the past two months. There were some small claims and trials fees for the legal representation this month. There was also an interception of a tax return however because the person filed for bankruptcy the funds had to be given back. The former participant will be entered into the HUD system so that they cannot receive housing assistance until repayment to the Authority has been made.

A motion was made by A. Williams and seconded by C. Goddard to approve the bills for the months of April and May 2016. Motion carried.

FINANCIAL REPORT:

S. Schmutzer stated the Authority received quite a bit in fraud recovery and in fact has already surpassed the \$30,000 budgeted for fraud recovery for both HAP and Admin. There continues to be some money coming in from TRIP. Also, she stated the Authority's audit will take place next week Monday and Tuesday.

STAFF REPORT:

16. Date of next meeting: June 20, 2016.

As a further Staff Report, R. Hallet stated there are parking pass renewal forms available for anyone who needs them.

The meeting adjourned at 5:00 pm.

CM: RAH

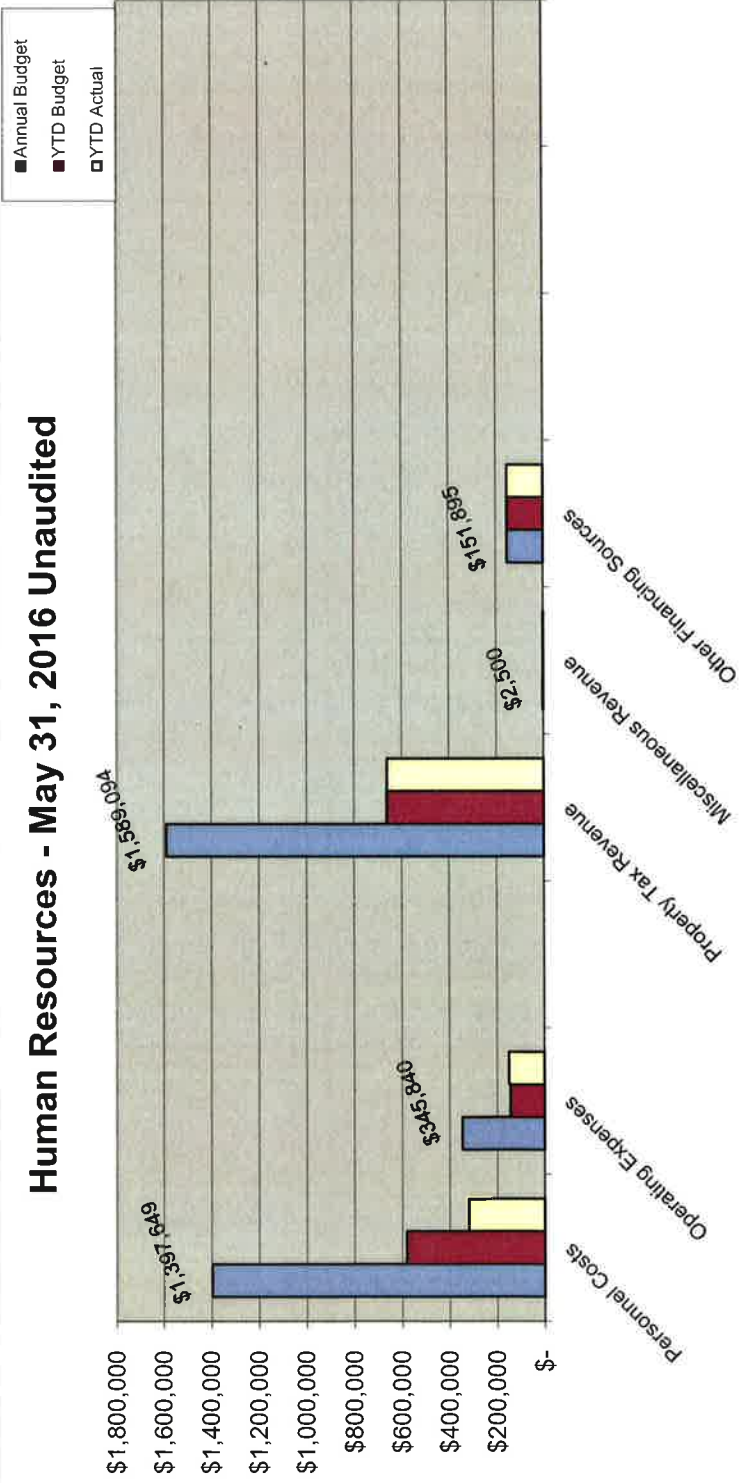
Brown County
Human Resources
Budget Status Report
05/31/2016 Unaudited

	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$ 1,397,649	\$ 582,354	\$ 319,066
Operating Expenses	\$ 345,840	\$ 144,100	\$ 149,761
Property Tax Revenue	\$ 1,589,094	\$ 662,123	\$ 661,123
Miscellaneous Revenue	\$ 2,500	\$ 1,042	\$ 681
Other Financing Sources	\$ 151,895	\$ 151,895	\$ 151,895

Personnel Costs: Savings due to position vacancies.

Operating Expenses: Exceed YTD budgeted amount due to 1st quarter expenses such as annual membership renewals, W2 printing costs and grievance hearing expenses.

Human Resources - May 31, 2016 Unaudited





Human Resources Budget Performance Report (Unaudited)

Through 05/31/16
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,589,094.00	.00	1,589,094.00	132,424.50	.00	662,122.50	926,971.50	42	669,361.65
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	2,500.00	.00	2,500.00	135.00	.00	681.00	1,819.00	27	1,039.00
Other Financing Sources	.00	151,895.00	151,895.00	.00	.00	151,895.00	.00	100	122,838.00
REVENUE TOTALS	\$1,591,594.00	\$151,895.00	\$1,743,489.00	\$132,559.50	\$0.00	\$814,698.50	\$928,790.50	47%	\$793,238.65
EXPENSE									
Personnel Costs	1,339,576.00	58,073.00	1,397,649.00	62,138.58	.00	319,066.08	1,078,582.92	23	335,091.31
Operating Expenses	252,018.00	93,822.00	345,840.00	31,941.30	.00	149,761.10	196,078.90	43	83,326.99
EXPENSE TOTALS	\$1,591,594.00	\$151,895.00	\$1,743,489.00	\$94,079.88	\$0.00	\$468,827.18	\$1,274,661.82	27%	\$418,418.30
Fund 100 - GF Totals									
REVENUE TOTALS	1,591,594.00	151,895.00	1,743,489.00	132,559.50	.00	814,698.50	928,790.50	47	793,238.65
EXPENSE TOTALS	1,591,594.00	151,895.00	1,743,489.00	94,079.88	.00	468,827.18	1,274,661.82	27	418,418.30
Grand Totals	\$0.00	\$0.00	\$0.00	\$38,479.62	\$0.00	\$345,871.32	(\$345,871.32)		\$374,820.35
Grand Totals									
REVENUE TOTALS	1,591,594.00	151,895.00	1,743,489.00	132,559.50	.00	814,698.50	928,790.50	47	793,238.65
EXPENSE TOTALS	1,591,594.00	151,895.00	1,743,489.00	94,079.88	.00	468,827.18	1,274,661.82	27	418,418.30
Grand Totals	\$0.00	\$0.00	\$0.00	\$38,479.62	\$0.00	\$345,871.32	(\$345,871.32)		\$374,820.35

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BROWN COUNTY TURNOVER REPORT

MAY 2016

	HIRE	STATUS	POSITION	DEPT
1	5/15/16	ST	Adventure Park Guide	Adventure Park
2	5/7/16	ST	Adventure Park Guide	Adventure Park
3	5/24/16	ST	Adventure Park Guide	Adventure Park
4	5/28/16	ST	Adventure Park Guide	Adventure Park
5	5/23/16	FT	Child Support Specialist-Enforcement	Child Support
6	5/31/16	FT	Child Support- Clerk/Typist II	Child Support
7	5/20/16	LTE	Intern	Clerk of Courts
8	5/31/16	FT	Financial Supervisor	Community Programs
9	5/12/16	OC	Dietitian	CTC
10	5/19/16	LTE	Student Intern	CTC
11	5/20/16	LTE	Student Intern	CTC
12	5/26/16	PT- 20%	C.N.A.	CTC
13	5/26/16	PT- 20%	C.N.A.	CTC
14	5/9/16	LTE	Summer Help	District Attorney
15	5/2/16	FT	Victim/Witness Assistant Program Specialist	District Attorney
16	5/1/16	ST	Summer Golf Course Worker	Golf Course
17	5/5/16	ST	Golf Course Ranger	Golf Course
18	5/9/16	ST	Golf Course Worker	Golf Course
19	5/15/16	ST	Golf Course Worker	Golf Course
20	5/12/16	ST	Golf Course Ranger	Golf Course
21	5/2/16	ST	Summer Help	Highway
22	5/25/16	PT- 24%	Shelver	Library
23	5/31/16	FT	Survey Crew Chief	PALS
24	5/9/16	ST	Summer Park Worker	Parks
25	5/16/16	ST	Assistant Park Ranger	Parks
26	5/9/16	ST	Summer Help- Office	Parks
27	5/16/16	ST	Summer Park Worker	Parks
28	5/16/16	ST	Summer Park Worker	Parks
29	5/15/16	ST	Adventure Park Guide	Parks
30	5/16/16	ST	Seasonal Park Security Worker	Parks
31	5/16/16	ST	Summer Park Worker	Parks
32	5/23/16	ST	Adventure Park Guide	Parks
33	5/23/16	ST	Adventure Park Guide	Parks
34	5/23/16	ST	Adventure Park Guide	Parks
35	5/23/16	ST	Adventure Park Guide	Parks
36	5/23/16	ST	Adventure Park Guide	Parks
37	5/22/16	ST	Adventure Park Guide	Parks
38	5/23/16	ST	Adventure Park Guide	Parks
39	5/31/16	ST	Summer Park Worker	Parks
40	5/7/16	LTE	Student Intern	Parks
41	5/16/16	ST	Summer Engineering Aid	Port & Resource
42	5/23/16	ST	Summer Engineering Aid	Public Works
43	5/9/16	ST	Summer Help	Public Works
44	5/16/16	ST	Summer Engineering Aid	Public Works
45	5/16/16	ST	Summer Engineering Aid	Public Works
46	5/16/16	ST	Summer Worker- Large Mower	Public Works
47	5/16/16	ST	Summer Worker- Flagger	Public Works
48	5/16/16	ST	Summer Help- Sign Shop	Public Works
49	5/17/16	ST	Summer Worker	Public Works
50	5/23/16	ST	Summer Help- Sign Crew	Public Works
51	5/16/16	LTE	Typist II	ROD
52	5/10/16	LTE	Extra Help	Sheriff's Office
53	5/13/16	OC	Substitute Aide	Syble Hopp
54	5/9/16	LTE	Invasive Species Aid Intern	UW Extension
55	5/9/16	LTE	Invasive Species Aid Intern	UW Extension
56	5/16/16	ST	Horticulture Grounds Assistant	UW Extension

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BROWN COUNTY TURNOVER REPORT

MAY 2016

HIRE	STATUS	POSITION	DEPT
57	5/4/16 ST	Concessionaire Supervisor	Zoo
58	5/9/16 ST	Concessionaire I	Zoo
59	5/7/16 ST	Concessionaire Supervisor	Zoo
60	5/9/16 ST	Concessionaire Supervisor	Zoo
61	5/5/16 ST	Concessionaire I	Zoo
62	5/16/16 ST	Adventure Park Guide	Zoo
63	5/16/16 ST	Adventure Park Guide	Zoo
64	5/11/16 ST	Concessionaire I	Zoo
65	5/11/16 ST	Concessionaire I	Zoo
66	5/12/16 ST	Concessionaire I	Zoo
67	5/21/16 ST	Concessionaire I	Zoo
68	5/22/16 ST	Concessionaire I	Zoo

TERM	STATUS	RSN	POSITION	DEPT	COMMENTS
1	5/13/16 LTE	VR	Co-op/Intern	CTC	Co-op fulfilled
2	5/27/16 LTE	VR	Co-op/Intern	CTC	Co-op fulfilled
3	5/2/16 FT	RT	Social Worker/Case Manager	CTC	Retirement
4	5/2/16 FT	RT	Laboratory Services Manager	CTC	Retirement
5	5/27/16 FT	VR	Nutritional Services Manager	CTC	New Opportunity
6	5/31/16 PT	VR	LPN	CTC	New Opportunity
7	5/5/16 OC	VR	LPN	CTC	None Given
8	5/23/16 OC	IT	Food Service Worker	CTC	Discharge
9	5/29/16 ST	VR	Seasonal Trail Ranger	Facility & Parks	Left for a different job
10	5/13/16 FT	VR	Clerk/Typist III	Health	Accepted a position in a new career field
11	5/25/16 PT- 24%	VR	Shelver	Library	None Given
12	5/15/16 ST	VR	Adventure Park Guide	Parks	No Notice
13	5/27/16 FT	VR	Emergency Management Director	Public Safety	Opportunity for long-term career goals
14	5/23/16 PT- 50%	IT	Housekeeper	Public Works	Discharge
15	5/2/16 FT	RT	Chief Deputy Register of Deeds	Register of Deeds	Retirement
16	5/6/16 FT	RT	Sergeant 5/2	Sheriff's	Retirement
17	5/2/16 FT	RT	Patrol Officer 5/2	Sheriff's	Retirement
18	5/5/16 FT	RT	Housing Corporal	Sheriff's	Retirement
19	5/11/16 FT	VR	Correctional Officer	Sheriff's	Employee felt he was not ready for the position
20	5/26/16 LTE	VR	Co-op/Intern	Sheriff's	Co-op fulfilled/ Returning to school full time

TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
1	5/27/16 FT	Social Worker/Case Manager	Community Programs	FT	ADRC	ADRC
2	5/1/16 OC	On Call Youth Support Specialist	Community Programs	PT-20%	Youth Support Specialist	Community Programs
3	5/14/16 OC	On Call Youth Support Specialist	Community Programs	PT-20%	Youth Support Specialist	Community Programs
4	5/16/16 FT	Social Worker/Case Manager	Community Programs	FT	Social Worker/Case Manager- Birth to 3	Community Programs
5	5/16/16 FT	Social Worker/Case Manager	Community Programs	FT	Social Worker/Case Manager- Birth to 3	Community Programs
6	5/23/16 FT	Economic Support Specialist II	Community Programs	FT	Lead Economic Support Specialist	Community Programs
7	5/8/16 OC	C.N.A	CTC	PT-80%	C.N.A	CTC
8	5/14/16 PT- 60%	C.N.A	CTC	OC	C.N.A	CTC
9	5/15/16 PT- 35%	Food Service Worker	CTC	OC	Food Service Worker	CTC
10	5/10/16 PT- 80%	RN	CTC	PT- 60%	RN	CTC
11	5/28/16 FT	Nutritional Services Manager	CTC	FT	On Call Dietitian	CTC
12	5/16/16 PT- 53%	Library Service Assistant	Library	FT	Library Service Associate	Library
13	5/23/16 FT	Health Aide- Bilingual	Public Health	FT	Clerk/Typist III	Public Health
14	5/27/16 FT	Emergency Management Coordinator	Public Safety	FT	Interim- Emergency Management Director	Public Safety
15	5/2/16 FT	Housekeeper	Public Works	FT	Lead Housekeeper	Public Works
16	5/3/16 FT	Real Estate Specialist	Register of Deeds	FT	Chief Deputy	Register of Deeds

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DEPARTMENT VACANCIES REPORT

AS OF JUNE 27, 2016

(Positions with A1 Approval to Fill)

Dept.	Position Title	# of Vacancies
Child Support	Child Support Specialist - Paternity	1.00
Child Support	Clerk/Typist II	1.00
Corporation Counsel	Corp Counsel	1.00
CTC	APNP	1.00
CTC	CNA	0.20
CTC	CNA	0.40
CTC	CNA	1.00
CTC	COTA	0.40
CTC	CTP Worker	1.00
CTC	Food Service Worker	0.25
CTC	Food Service Worker	0.35
CTC	RN Charge Nurse	1.00
CTC	Switchboard Op./Receptionist	0.29
CTC	Switchboard Op./Receptionist	0.20
District Attorney	Special Drug Task Force Attorney	1.00
Human Resources	Benefits Manager	1.00
Human Resources	Human Resources Associate	1.00
Human Services	Account Clerk/Budget Counselor	1.00
Human Services	AODA Counselor	1.00
Human Services	AODA Counselor	1.00
Human Services	Children, Youth & Families Manager	1.00
Human Services	Clerk III (Cash Receipts)	1.00
Human Services	Clerk IV/Data Control	1.00
Human Services	Economic Support Specialist	1.00
Human Services	SW/CM (Adult Protective Services)	1.00
Human Services	SW/CM (CCOP)	1.00
Human Services	SW/CM (Child Protection)	1.00
Human Services	SW/CM (CLTS)	1.00
Human Services	SWCM	1.00
Library	Library Service Assistant	0.53
Library	Library Service Associate	0.53
Library	Shelver	0.24
NEW Zoo	Administrative Secretary	1.00
PALS	Planner I/Transportation/GIS	1.00
Public Safety Comm.	Emergency Management Director	1.00
Public Works - Facilities	Housekeeper	1.00
Public Works - Facilities	Housekeeper	1.00
Public Works - Facilities	Housekeeper	0.50
Public Works - Highway	Highway Crew	1.00
Public Works - Highway	Sign Crew	1.00
Public Works - Highway	Sign Crew	1.00
Register of Deeds	Vital Records Specialist	0.70
Sheriff's	Correctional Officer	1.00
Sheriff's	Correctional Officer	1.00
Sheriff's	Correctional Officer	1.00
Sheriff's	Correctional Officer	1.00
Sheriff's	Correctional Officer	1.00
Sheriff's	Correctional Officer	1.00
Sheriff's	Patrol Officer	1.00
Sheriff's	Patrol Officer	1.00
Sheriff's	Patrol Officer	1.00
Sheriff's	Patrol Officer	1.00
Sheriff's	Patrol Officer	1.00
Sheriff's	Patrol Officer	1.00
Technology Services	Enterprise System Analyst I	1.00
Technology Services	Enterprise System Analyst II	1.00

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.cg.brown.wi.us

HUMAN RESOURCES DIRECTOR

May 31, 2016

Departments for position approval process:

- No vacancies were submitted for approval.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 6, 2016

Departments for position approval process:

Health – Bilingual Health Aide (Spanish)

Vacated – 5/20/16

Human Services – Clerk III (Cash Receipts)

Vacated – 6/2/16

Human Services – Community Treatment Program Worker

Vacated – 6/3/16

Human Services – SW/CM (Adult Protective Services)

Vacated – 5/27/16

Human Services – SW/CM (CCOP)

Vacated – 5/17/16

Human Services – SW/CM (CLTS)

Vacated – 6/01/16

Human Services – SW/CM (Birth to Three) (x2)

Vacated – 4/4/16; 5/2/16

PALS – Senior Planner (Land Use)

Vacated – 6/10/16

Public Works – Engineering Manager

Vacated – 5/19/16

HEALTH DEPARTMENT

Brown County

610 S. BROADWAY STREET
P. O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-6400 FAX (920) 448-6449 TDD (920) 448-6448

www.co.brown.wi.us/health

TO: Troy Streckenbach
Chad Weininger
Brittany Zaehring

FROM: Debbie Armbruster
Interim Director

SUBJECT: Bilingual Health Aide

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the AI form.)

Position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The position will help with translation and ancillary responsibilities for the sanitarians, as described in summary justification. Position will help to assure understanding of operators during inspection, thus improving the outcome.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position is for the environmental division as the Hispanic establishments are growing thus requiring more translation, as is the general population when there is a need to do human health hazard follow-up.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This enables more efficient use of environmental staff by assuming essential, ancillary roles which free up environmental time for more technical responsibilities. Bilingual staff assure appropriate communication with diverse clients, thus assuring legal notification of needed changes for compliance and safe food service.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

There is less efficient use of professional staff, resulting in potential delay of services.

Budget Impact Calculation

Department: Public Health
Position: Bilingual Health Aide

Partial Budget Impact: 05/20/16 - 12/31/16 32 Weeks

Salary	\$ 18,540.31
Fringe Benefits	<u>\$ 8,872.62</u>
	\$ 27,412.92

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 30,128.00
Fringe Benefits	<u>\$ 14,418.00</u>
	\$ 44,546.00

Note: this position is in the 2016 budget

Position vacated: 5/20/2016

Budgeted hourly wage rate: \$15.45
Class/Comp Grade & Range: PG:17 Min: \$13.57 Market: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget:	3
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	3
Number of FTEs filled with this position vacant:	2
Percent of this position staffed:	67%

Analyst Recommendation: This position is vacant due to an internal transfer. The Bilingual Health Aide is responsible for translating to the Hispanic speaking population in Brown County when health hazard follow-up is required. I recommend approval. Camille Stymiest, HR Analyst

Contact: Debbie Armbruster

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

May 16, 2016

TO: County Executive
Human Resources Director
Director of Administration

FROM: Erik Pritzl, Executive Director
Human Services Department

SUBJECT: Request to Fill – Clerk III / Data Control (HS Cash Receipts Clerk position)

1. Is the position description current or does it require updates?

Yes, the position description has been reviewed and updated.

2. Are the duties of the position related to an essential (mandatory) service?

Yes - this is a key position within Human Services financial services area, responsible for processing all types of Cash Receipts and various other ongoing daily, weekly and monthly duties.

3. Describe job performance measurement for this position.

The position must complete all primary duties including those noted above in an efficient manner to ensure timely processing and accounting for cash receipts, processing of expense reports, and other daily, weekly and monthly responsibilities.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The current staff member in this position has been with the county for many years and is currently cross-training others in the area on all duties and responsibilities. During this process all responsibilities have been evaluated for possible efficiencies and reassignment. When new employee is hired they will also be asked to look for and recommend process improvements.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes -- this is a 2016 budgeted position which will be open for a short period after the current staff member retires.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Coverage can be arranged temporarily, but the covering employee will begin to accumulate backlog in their own responsibilities and that of the vacant position. Within a few weeks temporary help will be needed with less efficiency and productivity than a permanent employee.



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Budget Impact Calculation

Department: Human Services
Position: Clerk III (Cash Receipts)

Partial Budget Impact: 6/2/16 - 12/31/16 28 Weeks

Salary	\$ 19,152.00
Fringe Benefits	<u>\$ 11,571.54</u>
	\$ 30,723.54

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary	\$ 35,568.00
Fringe Benefits	<u>\$ 21,490.00</u>
	\$ 57,058.00

Note: This position is in the 2016 budget.

Position vacated: 6/2/2016

Budgeted hourly wage rate: \$18.24
Class/Comp Grade & Range: PG: 16 Min: \$14.59 Mkt: \$18.24 Max: \$21.88

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This vacancy is due to a retirement. This is a key position within Human Services financial services area, responsible for processing all types of cash receipts and various other ongoing daily, weekly and monthly duties. I recommend approval.
Lorrie M. Blaylock, HR Analyst

Contact

Erik Pritzl

448-6005

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Brown County

HUMAN SERVICES
P.O. BOX 23600
GREEN BAY, WI 54305-3600

May 10, 2016

TO: County Executive Troy Streckenbach
Human Resources Manager Brittany Zaehring
Director of Administration Chad Weininger

FROM: Ian Agar, Behavioral Health Manager
Human Services

SUBJECT: Request to Fill: CTP Worker

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)
Description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. This position provides the needed case management support to MH and AODA clients, many of whom are under mental health commitments. These services are provided as part of the Outpatient Behavioral Health continuum of care under the statutory authority of Chapters 51, 34, 75. These services are mandated.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
This service is part of the Outpatient Behavioral Health continuum of care provided under Chapters 51, 34, and 75 of Wisconsin Statute. These services are mandated. Job performance is measured through case management efforts to maintain the stability of consumers in the community, including linkage with varied community resources.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
This is not a realistic opportunity to streamline processes, as we are looking to sustain existing services to clients with current needs and to retain at minimum the existing limited capacity we have available.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
The destabilization and decline of clients that need case management supports in the community. The potential hospitalization of these clients, or client instability that results in client self harm or harm to others, this compromising client health safety and welfare.

Budget Impact Calculation

Department: Human Services (CTC)
Position: Community Treatment Program Worker

Partial Budget Impact: 06/03/16 - 12/31/16 30 Weeks

Salary	\$ 21,215.77
Fringe Benefits	<u>\$ 8,892.12</u>
	\$ 30,107.88

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 36,774.00
Fringe Benefits	<u>\$ 15,413.00</u>
	\$ 52,187.00

Note: this position is in the 2016 budget

Position vacated: 6/3/2016

Budgeted hourly wage rate: 17.68
Class/Comp Grade & Range: PG:17 Min: \$13.57 Market: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget:	6
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	6
Number of FTEs filled with this position vacant:	5
Percent of this position staffed:	83%

Analyst Recommendation: Under the statutory authority of Chapters 51, 34 and 75, this position is mandated to cover case management support of clients under commitment at the Community Treatment Center. I recommend approval. Camille Szymiest, HR Analyst

Contact:

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

5-27-2016

TO: County Executive Troy Streckenbach
Human Resources Director: Brittany Zaehringer
Director of Administration: Chad Weininger

FROM: Lori Weaver, Long Term Care Supervisor
Human Services

SUBJECT: Request to Fill: Social Worker/Case Manager – Adult Protective Services

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

Description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Maintenance of a caseload that is for short term case management and that requires quick turn over of cases due to the fast pace of the referrals and need to link clients with other community resources.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

Considerations should include consolidating, eliminating and/or outsource job responsibilities. With the increasing proportion of the population being in an older cohort, growth in the volume of work in this area is expected and being realized. There are no practical options to streamline or reorganize.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Case overload, clients in crisis with unmet needs and increased risk to healthy safety and welfare of county residents that could be life threatening.

Budget Impact Calculation

Department: Human Services/Adult Protective Services
Position: Social Worker/Case Manager - APS

Partial Budget Impact: 5/27/16 - 12/31/16 28 Weeks

Salary \$ 25,599.00

Fringe Benefits \$ 12,565.00

\$ 38,164.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 47,541.00

Fringe Benefits \$ 23,335.00

\$ 70,876.00

Note: This position is in the 2016 budget.

Position vacated: 5/27/2016

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 6

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 6

Number of FTEs filled with this position vacant: 5

Percent of this position staffed: 83%

Analyst Recommendation: This vacancy is due to a resignation. This Adult Protection social worker/case manager position is a mandated position that meets the needs of adults at risk and vulnerable adults at risk to meet the obligations the county has under DHS 46, 54 and 55. There are legal consequences for Human Services non-compliance of these safety and court ordered services. I recommend approval.
Lorrie M. Blaylock, HR Analyst

Contact Lori Weaver 448-6129

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

May 3, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources

FROM: Lori Weaver, Long Term Care Supervisor
Human Services

SUBJECT: Request to replace 1 Social Worker/Case Manager position - CCOP

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The job description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The Community Options Program is mandated and Brown County has been operating the program since its inception in the 1980's. There are mandated standards and services that must be provided to those consumers enrolled in the program who are functionally and financially eligible to receive services. Lapse in annual recertification and review of eligibility of each participant would result in an audit exception and carry possible disallowances and fines.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Current caseloads for this position range from 44 to 48 waiver cases per case manager. This is higher than surrounding counties for caseload sizes and greater than the recommended 1:40 ratio of state COP regulations. Minimum standards require that there be at least one monthly contact per participant, a six month and an annual review to evaluate eligibility, costs and services delivery. Other related consumer funding sources also have mandated standards. No service can be delivered to the consumer without verification of funding, authorization of payment and review of quality of services/outcome. Based on the number of clients enrolled, replacing this vacated position is necessary to meet the minimum standards set forth to receive State funding and avoid audit exceptions.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The case manager generates revenue to fully support the position. Based on the overall number of individuals eligible for waiver services, the positions are needed to support the current consumer case load. Streamlining or consolidation of services is not feasible at this time due to large caseloads and programming complexities.

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5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The position generates State revenue through billing the Community Mental Health Initiative for case management time. Leaving potential positions unfilled would likely result in greater costs to the county with the inability to meet minimum required standards of the program. The COP Social Worker/Case Manager positions currently generate revenue to fully support the positions themselves. Very minimal levy funding is utilized by the COP program.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Each month of services reflects a generation of revenue to support the positions. The longer the position remains unfilled, the greater the risk to the county in not meeting required oversight standards of the program. There would also be a reduced customer service response time and ability to respond to clients/families' questions and needs. Caseloads are full for the current FTE staff. Therefore, current staff is unable to provide for case management of clients who remain without significant risk to meeting the existing needs of consumers currently being served. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose COP funding during this period of lapse.

Budget Impact Calculation

Department: Human Services/ Long Term Care
Position: Social Worker/Case Manager - CCOP

Partial Budget Impact: 5/17/16 - 12/31/16 28 Weeks

Salary \$ 25,599.00

Fringe Benefits \$ 12,565.00

\$ 38,164.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 47,541.00

Fringe Benefits \$ 23,335.00

\$ 70,876.00

Note: This position is in the 2016 budget.

Position vacated: 5/17/2016

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: This vacancy is due to an internal transfer. Positions in the Long Term Care unit generate revenue to fully support employee salaries through case management billing and administrative claiming to the federal/state waiver program. Each position services approximately 45 community mental health clients who are also in need of long term supported home service, but are not eligible for Family Care. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Lori Weaver 448-6129

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BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

May 3, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Humans Resources Director
Chad Weininger, Director of Administration

FROM: Lori Weaver, Long Term Care Supervisor
Human Services

SUBJECT: Request to Add 1 FTE Children's Long Term Support (CLTS) Social Worker/Case Manager position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The Social Worker/Case Manager job description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The CLTS is mandated and Brown County has been operating the program since its inception in the 1980's. There are mandated standards and services that must be provided to those consumers enrolled in the program who are functionally and financially eligible to receive services. Lapse in annual recertification and review of eligibility of each participant would result in an audit exception and carry possible disallowances and fines.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Current caseloads for this position range are an average of 45 waiver cases per case manager. This is slightly higher than surrounding counties for caseload sizes. Minimum Waiver standards require that there be at least one monthly contact per participant, a six month and an annual review to evaluate eligibility, costs and services delivery. Other related consumer funding sources also have mandated standards. No service can be delivered to the consumer without verification of funding, authorization of payment and review of quality of services/outcome. This position is necessary to meet the minimum standards set forth to receive Federal and State funding and avoid audit exceptions.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The case manager generates revenue to support the position. Based on the overall



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number of individuals eligible for waiver services, the positions are needed to support the current consumer case load. Brown County currently serves over 400 children with disabilities on this program, while over 190 individuals remain on a wait list for CLTS services. Average caseloads are high and exceed the state waiver program recommendation of 40 individuals per case manager. Streamlining or consolidation of services is not feasible at this time due to larger than average caseloads and programming complexities.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The position generates Federal and State revenue through billing the waiver for case management time. Leaving positions unfilled would likely result in greater costs to the county with the inability to meet minimum required standards of the waiver program. The Long Term Care Social Worker/Case Manager position currently generates revenue to fully support the positions themselves.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position is requested to maintain clients being serviced by the waiver program in an allowable and efficient manner. Each month of services reflects a generation of revenue to support the positions. Due to the lack of staff time to continue to manage or enroll eligible cases that come with full Federal and State funding, the county would be leaving service dollars on the table for consumers in need. Caseloads are full for current FTE staff. There would be a capacity issue in adequately meeting the mandated standards for the funding that supports the services. There would also be a reduced customer service response time and ability to respond to clients/families' questions and needs. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose waiver funding during this period of lapse.

Budget Impact Calculation

Department: Human Services/ Children's Long Term Care
Position: Social Worker/Case Manager - CLTS

Partial Budget Impact: 6/1/16 - 12/31/16 **28 Weeks**

Salary \$ 25,599.00

Fringe Benefits \$ 12,565.00

\$ 38,164.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 47,541.00

Fringe Benefits \$ 23,335.00

\$ 70,876.00

Note: This position is in the 2016 budget.

Position vacated: 6/1/2016

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 9

Number of FTEs Unfunded for this position in budget: 0

Total Number of FTEs Available to be filled for this title in budget: 9

Number of FTEs filled with this position vacant: 8

Percent of this position staffed: 89%

Analyst Recommendation: This vacancy is due to an internal transfer. Following 4-6 months of staff training and certification in the long term care area, positions in the Children's Long Term Support (CLTS) unit generate revenue to fully support employee salaries through case management billing and administrative claiming to the federal/state waiver program. The CLTS is mandated and Brown County has been operating the program since its inception in the 1980's. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Lori Weaver 448-6129

Brown County

P.O. BOX 23800
GREEN BAY, WI 54305-3600

March 30, 2016

TO: County Executive Troy Streckenbach
Human Resources Manager: Brittany Zaehring
Director of Administration: Chad Weininger

FROM: Lori Weaver, Long Term Care Supervisor
Human Services Department

SUBJECT: Request to Fill: Social Worker/Case Manager-Birth to Three (x2)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)
Description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The small team maintains a caseload that provides rapid response to referrals and leading to long term case management. DHS 90 necessitates quick turnaround of cases linking eligible infants and children with developmental deals to therapy/support services within 45 days of referral (note: this time includes weekends and holidays).
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
The volume of work in this area has grown each year for the past five years with annual Oct. 1 Child Counts for Brown County growing from 177 in 2011 to 240 in 2015. Early Intervention social workers also complete initial contact and "screens" for almost 800 families each year. Results of those developmental screens results in evaluation by a team and then coordination of services to each family by a small team of contracted providers each providing therapy/specialized instruction services to an average of 95 families of infants/young children with developmental delays.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Case overload; infants with developmental delays not being evaluated and served within mandated timeframes.

Budget Impact Calculation

Department: Human Services/Birth to Three
Position: Social Worker/Case Manager - Birth to Three (x2)

Partial Budget Impact: 5/2/16 - 12/31/16 28 Weeks

Salary \$ 51,198.00

Fringe Benefits \$ 16,508.69

\$ 67,706.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 95,082.00

Fringe Benefits \$ 30,659.00

\$ 125,741.00

Note: These positions are in the 2016 budget.

Positions vacated: 4/4/16 and 5/2/16

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 3

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 3

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 33%

Analyst Recommendation: These vacancies are due to two retirements. The positions support administration of Early Intervention services as mandated by DHS 90. The small team maintains a caseload that provides rapid response to referrals and leading to long term case management. DHS 90 necessitates quick turnaround of cases linking eligible infants and children with developmental delays to therapy/support services within 45 days of referral (including weekends and holidays). I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Lori Weaver 448-6129

6

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PLANNING DIRECTOR

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

May 25, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resource Director
Chad Weininger, Director of Administration

FROM: Chuck Lamine, Director
Planning and Land Services Department

SUBJECT: Request to Fill – Senior Planner

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

Yes, the position description was updated as part of the recent classification and compensation study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The duties of this position are absolutely essential in that it performs the administration and enforcement of the Brown County Land Division and Subdivision Ordinance, Chapter 21, Brown County Code, Brown County Sewage Plan, Municipal Separate Storm Sewer System regulations, and Water Quality Management grants, including the consideration of subdivisions, sewer, environmental, utility and public service limitations. The position assists with the development of Comprehensive Plans, Park & Recreation Plans, and All Hazard Mitigation Plans in compliance with the Wisconsin Comprehensive Planning Law and State Statutes. It also provides planning related local assistance services to communities on a contract basis.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The land subdivision and sewer service area review processes have County Code and Statutory deadlines for review periods. Brown County has strived to conduct reviews in a thorough but timely manner in order to promote economic development and improve efficiencies for the County, municipalities as well as the land development professionals.



4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

While workload has increased due to development activity picking up, procedural streamlining efforts using electronic reviews and distributions have enabled the position to keep up with the present workload. The Senior Land Use Planner and Senior Natural Resources Planner positions were combined several years back due to down turn in development activity through the national economic recession. Development activity has picked up and if it continues to pick up and approaches the levels of the late 1990's and early 2000's it will generate fee revenue and workload, again split the positions and add staff.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There are sufficient funds budgeted for this position through the land subdivision and sewer service area review fee revenues and DNR Water Quality Grants.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Failure to refill this position in a timely manner will jeopardize our ability to meet the County Code and Statutory land subdivision and sewer service area review deadlines. The position is also project manager for the update to the Brown County Open Space and Recreation Plan which must be updated to maintain Brown County eligibility for State Stewardship Grants and other open space and recreation funds.

Budget Impact Calculation

Department: Planning and Land Services
Position: Senior Planner

Partial Budget Impact: 06/10/16 - 12/31/16 29 Weeks

Salary	\$ 32,166.58
Fringe Benefits	\$ 10,335.71
	<hr/>
	\$ 42,502.29

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 57,678.00
Fringe Benefits	\$ 18,533.00
	<hr/>
	\$ 76,211.00

Note: this position is in the 2016 budget

Position vacated: 6/10/2016

Budgeted hourly wage rate: \$27.73
Class/Comp Grade & Range: PG:9 Min: \$24.25 Market: \$30.31 Max: \$36.37

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	<hr/> 2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position is vacant due to a resignation. The Senior Planner is responsible for (but not limited to) the enforcement of the Land Division and Subdivision Ordinances as well as providing planning related guidance to Brown County community members. There are only two Senior Planners within the department making it difficult to spread the work load within the department in order to comply with the timelines for each review period. I recommend approval. Camille Stymiest, HR Analyst

Contact: Chuck Lamine

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.
DIRECTOR

DATE: May 19, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources Director

FROM: Paul Fontecchio
Public Works Director

SUBJECT: Request to Fill – Engineering Manager Position

Therefore, please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes it is current.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Engineering Manager position is related to essential services. This position is vital to the operation of the Highway Department's engineering division, as it manages and oversees the work of 3 civil engineers and 3 engineering technicians who carry out multiple engineering & project management functions of the Department.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

This position is responsible in ensuring that all County roads are maintained, designed and constructed to meet guidelines and standards.

Some of the other duties that are essential to the position include: Managing access control, driveway permits, building and sign setbacks and use of highways by utilities; reviewing plans and specifications for use by design by consultants; overseeing and implementing construction specifications for road construction projects; and ensuring compliance with federal and state environmental regulations.

In addition, this position is responsible for overseeing all bridge inspections for both the County and several local municipalities.

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ENGINEERING MANAGER JUSTIFICATION
PAGE 2

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

With the formation of the Public Works Department in January 2012, and the hiring of a Public Works Director, this position has been reclassified from Engineering & Operations Manager to an Engineering Manager. In addition, we also added 3 Civil Engineer positions that report directly to the Engineering Manager.

Outsourcing the duties of this position would be much more costly for Brown County.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Engineering Manager position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The longer the position remains vacant, the longer it jeopardizes timely, cost-effective and compliance with design standards.

The County has several multi-million dollar road construction projects scheduled and this position is responsible for overseeing construction schedules, regulations, and all aspect of the projects are met.

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Budget Impact Calculation

Department: Public Works
Position: Engineering Manager

Partial Budget Impact: 05/19/16 - 12/31/16 32 Weeks

Salary	\$ 47,577.85
Fringe Benefits	\$ 13,209.85
	<hr/>
	\$ 60,787.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 77,314.00
Fringe Benefits	\$ 21,466.00
	<hr/>
	\$ 98,780.00

Note: this position is in the 2016 budget

Position vacated: 5/19/2016

Budgeted hourly wage rate: \$37.17
Class/Comp Grade & Range: PG:5 Min: \$32.41 Market: \$40.52 Max: \$48.62

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is vacant due to an internal transfer. The Engineering Manager plays a critical role within the Public Works Department. This position is responsible for leading all engineering projects through the Highway division as well as supervising the civil engineers and technicians. Further, this position is responsible for bridge inspections throughout the county. I recommend approval. Camille Stymiest, HR Analyst

Contact: Paul Fontecchio

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 13, 2016

Departments for position approval process:

Child Support – Clerk/Typist II

Vacated – 6/17/16

District Attorney – Special Drug Task Force Attorney

Vacated – 6/13/13

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CHILD SUPPORT

Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



June 2, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Director of Human Resources
Camille Stymiest, Human Resource Analyst

FROM: Maria Lasecki, Director. *ML*
Brown County Child Support Agency

SUBJECT: Request to Fill – Child Support Clerk/Typist II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description has been reviewed and it is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child support enforcement is a joint federal, state and local responsibility. The Clerk/Typist II, as a member of the support services unit, works in conjunction with a team of enforcement & paternity specialists, accounting technicians and support services representatives. Collectively, staff provide federally mandated child support enforcement services including: locating absent parents, establishing paternity/financial/medical support orders as well as establishing & enforcing court orders relevant to child support and medical support. This position is responsible for performing legal work to establish and enforce court orders in accordance with federal regulations, state statute and administrative code.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support Agency handles approximately 14,500 cases. (Brown County is one of Wisconsin's five largest agencies and the IVD caseload continues to grow). Unlike service provision in other areas-child support work requires the coordination of services to at least two or more participants within each case in addition to employers, health insurance providers, guardian ad litem representatives, attorneys and the many other entities involved in child support cases.

This position is responsible to provide support to enforcement staff, paternity staff, Child Support attorneys, the financial unit and the FCC. The person fulfilling the Clerk/Typist II role is responsible for creating and filing legal paperwork such as summons, affidavits, motions and orders for appearance as well as for securing process service when necessary. Above and beyond these duties, the position assists the attorneys with clerical support services when in court and conducts DNA testing for the agency.

In addition to understanding and correctly interpreting the law, the Clerk/Typist II must understand the complexities and legalities of paternity establishment and child support enforcement as well as court

procedures, terminology, mandated timeframes based on policy and matters of involving confidentiality. This position requires strong analytical/problem solving skills, excellent communication skills (both orally and in writing), knowledge of the law and legal system and ability to effectively work with individuals of varying backgrounds, cultures, socio-economic status, educational levels and LEP capabilities. The Clerk/Typist II must also be capable of multitasking and be knowledgeable in the use of multiple computer systems.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The continued success of our customer service plan, our enforcement effectiveness and the ability of our call center staff to continue their outreach efforts necessitates that we fill this position. The negative impact the vacancy has on our ability to maximize performance incentives and state/federal funding opportunities is tremendous. Current staff is challenged in keeping up with the workload they have now and, subsequently, this vacancy must be filled expeditiously. If this position were not filled, the vacancy would, without question, negatively affect our performance measurements and subsequent funding for 2017.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Not filling the position (for any period of time) would have a negative effect on the department in many ways. Despite the fact that savings would be achieved while the position remained open, coverage for this area will be maintained by existing staff in addition to their own full time workload. And, funding for the Child Support Agency is based on performance measures which specifically include work performed by this position. It is crucial that any temporary salary savings not be viewed as sustainable, short of emergent situations, as coverage cannot be provided by other staff who: a) are not knowledgeable in the statutes that govern the work that is performed and b) who have very specific performance measures to meet themselves, in order to secure the maximum state and federal funding for the following fiscal year.

Budget Impact Calculation

Department: District Attorney
Position: Child Support Clerk/ Typist II

Partial Budget Impact: 6/17/16 - 12/31/16 28 Weeks

Salary \$ 26,790.62

Fringe Benefits \$ 9,342.85

\$ 36,133.46

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 49,754.00

Fringe Benefits \$ 17,351.00

\$ 67,105.00

Note: this position is in the 2016 budget

Position vacated: 6/17/2016

Budgeted hourly wage rate: \$23.92
Class/Comp Grade & Range: PG:17 Min: \$13.5 Market: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget:	3
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position is vacant due to an internal transfer. The Clerk/Typist II is responsible for full administrative support for the Child Support Department. Major responsibilities include (but are not limited to) maintaining court schedules, performing DNA tests, and prepping child support court cases. This position is critical to the department due to the high volume of child support cases within Brown County. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: Maria Lasecki

OFFICE OF THE DISTRICT ATTORNEY

300 E. WALNUT STREET, P.O. BOX 23800
GREEN BAY, WI 54305-3600
PHONE (920) 448-4190, FAX (920) 448-4189

DAVID L. LASEE DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
Dana J. Johnson
Mary M. Kerrigan-Mares

VICTIM WITNESS COORDINATOR
Karen H. Dorau
(920) 448-4194

SPECIAL PROSECUTORS
Lawrence J. Lasee
Kari A. Hoffman

CONTRACT SPECIAL PROSECUTOR
Bryant Dorsey

ASSISTANT DISTRICT ATTORNEYS

Wendy W. Lemkuil
Amy R.G. Pautzke
John F. Luetscher
Kevin G. Greene
Eric R. Enli
Beau G. Liegeois
Sarah E. Belair
Cynthia L. Vopal
Karyn E. Behling
Carley N. Miller

June 2, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehringer, Human Resources Director
Chad Weininger, Director of Administration

FROM: David L. Lasee, District Attorney

SUBJECT: Request to Fill – Special Drug Task Force Attorney

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are essential. On a daily basis, the attorney drafts and reviews complaints, motions, subpoenas, search warrants and other legal documents as necessary to represent the State of Wisconsin and Brown County as a Special Prosecutor.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position requires daily tasks and completion of tasks to meet statutory and court deadlines. The District Attorney reviews the job performance of all prosecutors.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The variety of job duties that this position are streamlined as much as possible, this position is critical for prosecution of cases.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The responsibilities would fall on existing full-time staff which would be less cost effective.

Budget Impact Calculation

Department: District Attorney
Position: Special Drug Task Force Attorney

Partial Budget Impact: 6/13/16 - 12/31/16

28 Weeks

Salary \$ 26,790.62

Fringe Benefits \$ 9,342.85

\$ 36,133.46

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 49,754.00

Fringe Benefits \$ 17,351.00

\$ 67,105.00

Note: this position is in the 2016 budget

Position vacated: 6/13/2016

Budgeted hourly wage rate: \$23.92
Class/Comp Grade & Range: PG:13 Min: \$18.14 Market: \$22.67 Max: \$27.21

Total Number of FTEs Budget for this position title in budget:

Number of FTEs Unfunded for this position in budget

Total Number of FTEs Available to be filled for this title in budget

Number of FTEs filled with this position vacant:

Percent of this position staffed:

1
0
1
0
0%

Analyst Recommendation: This position is vacant due to a resignation. The Special Drug Task Force Attorney is responsible for providing legal services to the Brown County Drug Task Force team. Due to the high volume of cases, it is urgent to refill this position in a timely manner. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: David Lasee

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 20, 2016

Departments for position approval process:

Human Services (CTC) – Certified Occ. Therapy Assistant
Vacated – 6/19/16

Human Services – Children, Youth & Families Manager
Vacated – 6/3/16

Human Services – Economic Support Specialist
Vacated – 7/5/16

Human Services – Social Worker/Case Manager (Child Protection)
Vacated – 6/20/16

NEW Zoo – Administrative Secretary
Vacated – 6/8/16

PALS – Planner I – Transportation/GIS
Vacated – 6/14/16

Public Works (Facilities) – Housekeeper (.5 FTE)
Vacated – 5/23/16

Register of Deeds – Vital Records Specialist
Vacated – 6/6/16

BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center
3150 Gershwin Drive
Green Bay, WI 54311



Phone (920) 391.4700

June 13, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: Anja Andres
Therapy Services Manager - Community Treatment Center

SUBJECT: Request to Fill Position – COTA 0.4

1. **Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A-1 form.)**

The current job description was updated on 6/18/15 and remains accurate.

2. **Are the duties of the position related to an essential (mandatory) service? If yes, please explain.**

This position covers therapeutic programming on Nicolet Psychiatric Center and Bay Haven. These programs are required per regulation and are required to occur seven days/week. This position compliments the full time COTA. The seven day/week requirement came about in early 2015 after a citation during a federal survey.

3. **Describe job performance measurement for this position (clients, caseload, work output, etc.)**

This position runs two to three programs daily despite census. The performance measurements are quality/type of programs, treatment plan development, daily documentation after each daily group, ability to plan groups based on resident needs and continuously develop new treatment ideas, and customer service.

4. **Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

Since this position is required to run therapeutic programs seven days/week despite census, it would cause stress on this department to leave this position unfilled. There are three full time COTA's on staff with full caseloads. The full time COTA which compliments this position, and two full time COTA's on Bayshore Village. They have full activity and restorative duties.



5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position is a budgeted position that was vacated due to a resignation.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Since programming is required seven days /week per regulation and as a correction to a federal citation it would be necessary to cover the groups, treatment planning, and documentation that is required. There will be overtime offered in order to complete these requirements. This would affect the budget. The full time COTA's on Bayshore Village will be asked to assist in this coverage, but there will be activity groups and some range of motion programs either not completed to desired expectation or CNA activity aides will receive overtime to complete. I, as a manager, will also offer coverage but the time commitment will affect my involvement at meeting/committees etc.

Budget Impact Calculation

Department: Human Services/CTC Therapy Services
Position: Certified Occupational Therapy Assistant (.4 FTE)

Partial Budget Impact: 6/19/16 - 12/31/16 26 Weeks

Salary	\$ 7,488.00
Fringe Benefits	\$ 9,159.00
	<hr/>
	\$ 16,647.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary	\$ 14,976.00
Fringe Benefits	\$ 18,318.00
	<hr/>
	\$ 33,294.00

Note: This position is in the 2016 budget.

Position vacated: 6/19/2016

Budgeted hourly wage rate: \$18.00
Class/Comp Grade & Range: PG: 14 Min: \$16.87 Mkt: \$21.08 Max: \$25.30

Total Number of FTEs Budget for this position title in budget:	3.4
Number of FTEs <u>Unfunded</u> for this position in budget	<hr/> 0
Total Number of FTEs Available to be filled for this title in budget	3.4
Number of FTEs filled with this position vacant:	3
Percent of this position staffed:	88%

Analyst Recommendation: This vacancy is due to a resignation. This part-time position was added in fall of 2015 after a citation during a federal survey which required programming on NPC and Bay Haven 7 days/week. This position compliments the Full Time COTA already on staff to provide coverage all 7 days. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact

Anja Andres

391-4848

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

May 25, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: Nancy Fennema, Deputy Director
Human Services

SUBJECT: Request to Fill – Children, Youth & Families Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description was reviewed and the necessary updates were made.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The position accomplishes mandatory duties in the area of the overall management of the Human Services Department's Children, Youth, and Family services, working to meet the requirements of the department under Wisconsin Chapters 46, 48 and 938 and Administrative rules DHS 35 and DCF 59.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Children, Youth and Family Manager provides supervision to ten supervisors for Child Protection Services, Juvenile Justice, Shelter Care and our Child and Adolescent Behavioral Health unit. Performance is shown by regulatory compliance, regular reporting, strategic planning and personnel performance.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

At this time there is not an opportunity to streamline or reorganize Children, Youth and Family. The position has a large span of responsibilities, and includes the supervision of multiple program areas.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Funding is available as a portion of the 2016 budget.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

It is not wise to delay filling of this position given the responsibilities and expectations.

Budget Impact Calculation

Department: Human Services
Position: Children, Youth and Families Manager

Partial Budget Impact: 6/3/16 - 12/31/16 28 Weeks

Salary	\$ 39,244.69
Fringe Benefits	<u>\$ 14,667.15</u>
	\$ 53,911.85

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary	\$ 72,883.00
Fringe Benefits	<u>\$ 27,239.00</u>
	\$ 100,122.00

Note: This position is in the 2016 budget.

Position vacated: 6/3/2016

Budgeted hourly wage rate: \$35.04
Class/Comp Grade & Range: PG: 7 Min: \$28.03 Mkt: \$35.04 Max: \$42.05

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This vacancy is due to a resignation. The Children, Youth and Families Manager position is an important component of the Human Services Department. This position provides administration and management of the Child Welfare, Juvenile Justice and related Children and Family systems of care. Responsibilities include ensuring the department satisfies the expectations of Wisconsin Chapter 48, Chapter 938 and Administrative Rules DHS 35 and DCF 59. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact

Erik Pritzl

448-6005

6

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

June 14, 2016

TO: Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration
Troy Streckenbach, County Executive

FROM: Jenny Hoffman, Economic Support Manager
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?
The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. The Economic Support unit handles over 25,000 cases; the total caseload has increased significantly since 2009 (16,000 cases). This unit has a high workload volume coupled with a large volume of policy and systems changes which can occur weekly, monthly, and/or annually. Multiple performance standards imposed by the Department of Health Services and Department of Children and Families have to be met so we are in compliance. Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Processes have been streamlined over the past several years in an effort to maximize our resources and reduce costs.

- o Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- o The Economic Support Manager, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- o Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.



- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialist

Partial Budget Impact: 7/5/16 - 12/31/16 **24 Weeks**

Salary	\$ 14,706.00	
Fringe Benefits	\$ 9,655.38	
	\$ 24,361.38	

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary	\$ 31,863.00	
Fringe Benefits	\$ 20,920.00	
	\$ 52,783.00	

Note: This position is in the 2016 budget.

Position vacated: 7/5/2016

Budgeted hourly wage rate: \$16.34

Class/Comp Grade & Range: PG: 16 Min: \$14.59 Mkt: \$18.24 Max: \$21.88

Total Number of FTEs Budget for this position title in budget:	50	
Number of FTEs <u>Unfunded</u> for this position in budget	0	
Total Number of FTEs Available to be filled for this title in budget	50	
Number of FTEs filled with this position vacant:	49	
Percent of this position staffed:	98%	

Analyst Recommendation: This vacancy is due to a promotion. Economic Support Specialists are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact: Jenny Hoffman 448-6367

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

DIRECTOR

June 13, 2016

TO: Troy Streckenbach, County Executive
Brittany Zachringer, Human Resources Director
Chad Weininger, Director of Administration

FROM: Lauren Krukowski, Social Worker Supervisor-Child Protection
Human Services

SUBJECT: Request to Fill – Child Protection Social Worker/Case Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

Yes, it is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this specific position is for an Access Worker. An Access Worker is necessary to take calls of child neglect and abuse on a daily basis. These referrals need to be entered into the system within a certain amount of time.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position has a high work output on a daily basis due to the nature of the position.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

NA- at least three are needed in this position.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

There would be a significant impact as the need for this position is a high daily need.

Budget Impact Calculation

Department: Human Services/Child Protection
Position: Social Worker/Case Manager - CPS

Partial Budget Impact: 6/20/16 - 12/31/16 26 Weeks

Salary	\$ 23,770.50
Fringe Benefits	<u>\$ 11,667.50</u>
	\$ 35,438.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary	\$ 47,541.00
Fringe Benefits	<u>\$ 23,335.00</u>
	\$ 70,876.00

Note: This position is in the 2016 budget.

Position vacated: 6/20/2016

Budgeted hourly wage rate: \$24.38
Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget:	10
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	10
Number of FTEs filled with this position vacant:	9
Percent of this position staffed:	90%

Analyst Recommendation: This vacancy is due to an internal transfer. Child protective services are mandated by state law and regulations that require a response to the community when the risk to a child's safety is identified. This position would be available 37.5 hours per week to assist with taking Crisis Calls from law enforcement, attending court, family interactions and service delivery. There are legal consequences for Human Services non-compliance. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Erik Pritzl 448-6005

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 862-2401 FAX (920) 434-4162
E-MAIL ANDERSON_NS@CO.BROWN.WI.US



NEIL S. ANDERSON

DIRECTOR

June 3rd, 2016

TO: Brittany Zaehringer, Human Resources Director
Camille Stymiest, Human resource Analyst

FROM: Neil Anderson, NEW Zoo & Parks Director
NEW Zoo and Parks

SUBJECT: Request to Fill – Administrative Secretary - Zoo

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description was reviewed for this posting. There are no changes to the job description.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This position supports the Zoo management and operations in a variety of tasks that include invoice processing, processing Zoo Pass orders, correspondence with Zoo customers in-person, letters, and the newsletter, inventory tracking, and other essential functions in maintaining AZA accreditation and providing superior customer service to our visitors.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The essential functions that will be performed are:

- Annual Zoo Passes - 300 new; 2500 renewals; Total 2800
 - Putting together & processing zoo pass memberships and packets
 - Monthly Renewals
 - Google Deposits
 - Email Correspondence to Zoo Pass Members
- Accounts Payable
 - Creating Purchase Orders in Logos
 - Paying Invoices through Logos (creating batches)
- Copy Requests
- Advanced Tickets
- Mail (Distributing incoming mail and sending out outgoing mail)
- Maintaining restricted donations spreadsheet
- Typing correspondence.
- Properly handle visitor concerns - Approx. 240,000 visitors annually.
- Special events – participation in planning, executing tasks for successful events

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The NEW Zoo and Parks have transitioned into a consolidated department a few years ago. Currently the NEW Zoo & Adventure Park as well as the Reforestation Camp has begun a strategic master plan process with an outside vendor to look at and recommend future direction for not only the business functions, but overall site development and strategic direction. Identifying and recommending action plans to secure future success for the entire site and coordinated efforts and efficiencies.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of filling the position. The position does not need to be held vacant for a period of time to offset any budget shortfalls that are not predicted at this time. This position will be vacant for more than one month. In addition to the other vacancies within the structure, it is critical to have this position filled and trained as soon as possible due to the timing in our busiest time of year.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position supports the NEW Zoo and Parks Director as well as the Curator of Animals and Operations Manager. Without the administrative support, the management staff will be left to their own on completing the administrative tasks. Additionally, this position provides an element of internal control in the processing of invoices, receipts, and maintaining documentation that provides the needed information for reconciliations. The administrative staff at the NEW Zoo is kept at the bare minimum as it is preferred that most positions are in direct contact with either our customers or animal keeping. It has been determined that this position is essential.

The NEW Zoo has been utilizing a Parks Department staff person to assist in keeping up with the critical tasks as well as Zoo staff for processing memberships.

Budget Impact Calculation

Department: N.E.W. Zoo
Position: Administrative Secretary

Partial Budget Impact: 06/08/16 - 12/31/16 29 Weeks

Salary \$ 19,650.29

Fringe Benefits \$ 8,467.44

\$ 28,117.73

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 35,235.00

Fringe Benefits \$ 15,183.00

\$ 50,418.00

Note: this position is in the 2016 budget

Position vacated: 6/8/2016

Budgeted hourly wage rate: \$16.94
Class/Comp Grade & Range: PG:14 Min: \$16.87 Market: \$21.08 Max: \$25.30

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is vacant due to a resignation. The Administrative Secretary plays a vital role within the department as it supports the N.E.W. Zoo Director with all administrative related functions. This position is also responsible for the upkeep of the departments financials. At this time, the N.E.W. Zoo is working through its busiest season. I recommend approval. Camille Stymiest, HR Analyst

Contact: Neil Anderson 662.2401

PLANNING COMMISSION

Brown County

305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning



CHUCK LAMINE, AICP

PLANNING DIRECTOR

June 14, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zachringer, Human Resources Director

FROM: Chuck Lamine, Planning Director
Brown County Planning and Land Services

SUBJECT: Request to Fill Planner I – Transportation/GIS Position

A handwritten signature in black ink, appearing to read "Chuck Lamine", written over the "FROM:" line of the memo.

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current and does not require updates.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. Many of the duties of this position are related to transportation plans and programs that are required by federal law. For example, this position assists with the annual development of the Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. The TIP is completed to enable the Green Bay Urbanized Area to receive millions of federal dollars each year for street, highway, public transit, bicycle/pedestrian, and other transportation projects. This position is responsible for assisting with the completion other federally-mandated activities as well.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Job performance will largely be based on:

- Successful completion of the TIP and other federally-mandated plans and programs.
- Successful development of graphics and other illustrative materials for plans, studies, and public presentations.
- Successful completion of plans, studies, and other tasks that are supervised by this position.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Now that the Urbanized Area exceeds 200,000 people, there are additional federal transportation planning requirements that have to be satisfied by the department's transportation planning division. The transportation planning division was also informed in 2013 that it will have to assume a significant role in the administration of a federal transportation program that was previously administered by the Wisconsin Department of Transportation (WisDOT), and this program was assigned to the transportation planning division by WisDOT because the Urbanized Area now exceeds 200,000 people. If this position is not filled, existing transportation planning staff will have to take on the added responsibility of these federal requirements while continuing to perform their current duties.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of filling the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The position is largely funded by federal and state grants. Not filling the position for three, six, or 12 months will proportionately reduce the grant funding available to Brown County to run the transportation planning program. Also, because the transportation planning division is required to complete more federally-mandated tasks than in the past because the Urbanized Area now exceeds 200,000 people, the remaining transportation planning staff will have to take on the added responsibility of these federal requirements while continuing to perform their current duties if this position is not filled.

Budget Impact Calculation

Department: Planning and Land Services
Position: Planner I- Transportation/GIS

Partial Budget Impact: 06/14/16 - 12/31/16 28 Weeks

Salary \$ 24,696.00

Fringe Benefits \$ 9,030.00

\$ 33,726.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 45,864.00

Fringe Benefits \$ 16,770.00

\$ 62,634.00

Note: this position is in the 2016 budget

Position vacated: 6/14/2016

Budgeted hourly wage rate: 22.05
Class/Comp Grade & Range: PG:11 Min: \$20.97 Market: \$26.21 Max: \$31.46

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is vacant due to a resignation. The Planner I specializes in Geographic Information Systems and it is responsible for assisting the federal transportation program. This position holds a high level of responsibility within the department as it is required to satisfy the federal transportation planning requirements. I recommend approval. Camille Szymiest, HR Analyst

Contact: Chuck Lamine 448.6484

6

PUBLIC WORKS

Brown County

BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL: LEBOEUF_DL@CO.BROWN.WI.US



DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

5/25/2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources Director

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works - Facilities Management Division

RE Request to fill – Part-time Housekeeping Position

1. *Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A-1 Form).*

Yes, it's current.

2. *Are the duties of the position related to essential (mandatory) services? If yes, please explain.*

- Yes, this position is essential.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.

3. *Describe job performance measurement for this position (clients, caseload, work output, etc.)*

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
- Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

6.

4. *Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.*

- This position is in the 2016 budget and due to staffing cuts in the past that led to current staffing issues.
- My staff is working overtime to try to keep up with the work.
- Currently there is an employee on "sit down work" and along with the past housekeeping staff cuts, temp employees and costly overtime is required in helping to keep up with the work load demand.
- Previous yearly reorganization efforts have decreased staff significantly to the point that there is no "fat" left to remove.
- In 2012, I was forced to reduce the number of employees that were allowed to take vacation at the same time (Monday thru Friday) from 2.0 down to 1.0.

5. *Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?*

- Yes. The 2016 budget has 8.5 FTE's in Housekeeping for the CHS buildings. As in question #4, we will need to use costly overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results; and many times cannot pass the Sheriff Department's Time & Security background checks, which means they are not allowed to clean in most of the County buildings.

6. *What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?*

- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants.
- The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the County's investments clean and well maintained.

Budget Impact Calculation

Department: Public Works- Facility
Position: Housekeeper (.5 FTE)

Partial Budget Impact: 05/23/16 - 12/31/16 31 Weeks

Salary	\$ 3,931.04
Fringe Benefits	<u>\$ 3,557.85</u>
	\$ 7,488.88

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 6,594.00
Fringe Benefits	<u>\$ 5,968.00</u>
	\$ 12,562.00

Note: this position is in the 2016 budget

Position vacated: 5/23/2016

Budgeted hourly wage rate: \$12.68

Total Number of FTEs Budget for this position title in budget:	8.5
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	8.5
Number of FTEs filled with this position vacant:	6
Percent of this position staffed:	71%

Analyst Recommendation: This position is essential for making sure our county buildings are clean and safe for our employees and the public. The duties include but are not limited to, parking lot upkeep, plant and ground maintenance, snow removal, trash pickup and building repairs. I recommend for approval.
Camille Stymiest, HR Analyst

Contact Paul Fontecchio 920.448.2170

6

REGISTER OF DEEDS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4470 FAX (920) 448-4449
E-Mail: williquette_ca@co.brown.wi.us

CATHY WILLIQUETTE LINDSAY CPM
Register of Deeds

June 13, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Cathy Williquette Lindsay
Register of Deeds

SUBJECT: Request to Fill – Vital Records Specialist Position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.) Position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, this position is responsible for filing vital records and the issuance of certified copies of vital records. First point of contact for the public in applying for certified copies of vital records.

3. Describe job performance measurement for this position (clients, caseload, and work output):

Reviews and examines for accuracy, accepts, and files, military discharge records and domestic partnership agreements according to State Statute.

Reviews, accepts for filing, scans and enters marriage data from worksheet into Statewide Vital Records Information System.

Reviews and accepts for filing death records into Statewide Vital Records Information System. Indexes and maintains Birth, Death, Marriage, Military Discharge and Domestic Partnership Index.

Receives payments, issues receipts and accounts for monies handled.

Mails invoices and receipts payments received from monthly funeral home charge accounts.

Processes requests for certified copies of birth, death, marriage, domestic partnership and/or military discharge records, by mail or vitalchek, verifying direct and tangible interest.

Performs receptionist and/or counter duties.

Answers questions regarding departmental regulations and policies.

Obtains information from the public for the completion of forms, documents, records, etc.

Receives payments, issues receipts and accounts for monies handled and prepares cash report.

Assists and instructs genealogists/customers on how to search public indexes and records.

Back scans and indexes older vital records as time permits.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Analyzed workflow and determined a reduction in hours would be able to handle the workload currently being accomplished by 1.0 FTE. New employee will work 5 hours per day (3 hour reduction) during the peak customer service hours of 9:00 a.m. to 2:00 p.m. and extra hours as needed to cover for vacations, etc.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

YES

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? We are going into our busiest time of the year for both real estate recordings and marriages. Not filling will create a substantial delay in timeliness of service to public.

Budget Impact Calculation

Department: Register of Deeds
Position: Vital Records Specialist (.7 FTE)

Partial Budget Impact: 6/6/16 - 12/31/16 **26 Weeks**

Salary	\$ 11,255.00	
Fringe Benefits	\$ 9,739.50	
	\$ 20,994.50	

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary	\$ 22,510.00	
Fringe Benefits	\$ 19,479.00	
	\$ 41,989.00	

Note: This position is in the 2016 budget at 1.0 FTE. Hiring under budget at .7 FTE.

Position vacated: 6/6/2016

Budgeted hourly wage rate: \$15.46

Class/Comp Grade & Range: PG: 17 Min: \$13.57 Mkt: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget:	2	
Number of FTEs <u>Unfunded</u> for this position in budget	0	
Total Number of FTEs Available to be filled for this title in budget	2	
Number of FTEs filled with this position vacant:	1	
Percent of this position staffed:	50%	

Analyst Recommendation: This vacancy is due to a internal transfer. Currently staffed by 2.0 FTEs and due to a slight decrease in number of new vital records filed, department feels the workload can be covered by reducing one FTE to .70 with hours scheduled during busiest customer service hours of 9 am to 2 pm daily. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact

Cathy Williquette Lindsay

448-4469

6

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 27, 2016

Departments for position approval process:

- No vacancies were submitted for approval.

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

June 28, 2016

Committee Meeting Date: July 6, 2016

TO: Administration Committee
FROM: Brittany Zaehring
SUBJECT: June Human Resources Report

Below is a summary of recent activities in the Human Resources Department.

Recruitments

The Human Resources Department has been recruiting for a person to lead the functional area of benefits since June 2015. Immediately after the Board approved the reclassification of this position, with an increase in pay on June 15th, an offer was made to our top candidate from the most recent posting. The candidate initially accepted the offer, but then declined last week because another company made an offer, which was greater than the candidate's current salary (our offer was still \$8k less than current salary). We are currently re-evaluating the other candidates in the pool.

The Public Safety/Communications Department has been recruiting for an Emergency Management Director. Second interviews were held and a top candidate identified. A job offer will be made to that candidate before July 1st, in hopes that the new hire can be on board by August 1, 2016.

Classification & Compensation Plan

Four firms submitted proposals for the Class/Comp RFP by the May 16th deadline. The scoring team members received their packets on June 6th and 8th. The individual scoring sheets for each proposal are due to Purchasing by June 30. The selection meeting is scheduled for Friday, July 8th.

Benefits Advisory Committee (BAC)

The BAC held its second meeting on June 14th. The Committee asked that the HR Department obtain a quote from the State of Wisconsin's health plan. The cost to obtain the quote is \$2,400. Our broker, M3, is assisting us with gathering census data to complete the request. The committee was also updated on our medical plan's monthly performance and received a presentation on how medical providers are tiered within our plan. The Committee decided not to meet until the results of the quote are available.

Budget

HR staff continued meetings with Administration to forecast budgetary numbers for 2017. In order to address the significant losses in our fund balance due to health and dental insurance, the HR Department proposed the following changes for 2017 based on information available to-date:

- Eliminate the VEBA transfer
- Employees to pay VEBA admin fees
- Employee premium share to increase to average of 17%, using tiered system based on PHA scores
- HRA contribution reduced by 50%; tiered by PHA scores
- Subject to COBRA, HRA terminates after employment
- HRA may only be used for medical deductible, co-pays and coinsurance.
- RAS program to be more outcomes based
- Online enrollment

It is estimated that we can go from a \$2mm deficit in 2016 to essentially break-even in 2017. Renewal information is expected to come in from vendors over the next several months. We will update this information throughout the budgeting process. **M3 will be at the July 6th meeting to present an update.**

County Department Issues

HR continues to work with outside legal counsel on the on-going issues related to HRA contributions and banked sick leave with the unions in the Sheriff's Department. Another hearing is set for June 29th on the banked sick leave issue. These two issues are taking a lot of staff time coordinating documents, requesting historical information and preparing exhibits. The County also conducted our first meeting with the Sheriff's Supervisory union on June 13th. Initial offers were exchanged and are being reviewed.

HR continues to assist departments with performance improvement plans, disciplinary actions and policy and procedure development.

Payroll

Payroll is currently testing the CTC PBJ (Payroll Based Journal Entry) report for hours worked per employee for the Nursing Home. This is a new mandate from the State of Wisconsin. Meetings have occurred to discuss the best reporting device for the report and the resources available. Kronos is assisting us to configure this report and the importing of the reports is being tested. The deadline for compliance is July 1, 2016.

Payroll assisted the Internal Auditor with a report of employee transfers for 2015 through March 31, 2016. Having to complete this report manually showed additional limitations of our automated reporting capabilities.

Safety

The Safety Coordinator has participated in FEMA and BC Sheriff's Department sponsored Active Shooter Training. The Safety Coordinator plans to roll out a training schedule for departments soon. Additionally, the Safety Coordinator is working with our TPA for Worker's Compensation on defense for four separate hearings related to claims.

Benefits

HR continues our monthly strategy meetings with Administration, M3 and UMR to discuss the performance of our plans, vendor issues and strategies for 2017.

Details for the Personal Health Assessment (PHA) annual testing period are being finalized. An all-employee email will be sent out on July 1st explaining the process for the August 2016 testing period. The PHA results from this testing period will be the results used in 2017. It is yet to be determined what impact PHA's will have on employee benefits and HRA deposits for 2017.

An intranet revisioning project is beginning with the help of Laura Workman, TS. Laura is working with HR to determine what changes she can assist us with to create a more user-friendly environment for HR to share important information with all employees via the intranet. All intranet content is currently under review for revisions and updates.

Lastly, we are working with our vendors and the Finance department to get the data needed to submit our 2015 Patient Centered Outcomes Research (PCOR) fee. This is a fee related to the ACA and requires Brown County to calculate the number of lives covered for 2015 and submit IRS Form 720 by July 31, 2016.

Wellness

The committee successfully launched the My Plate campaign and it is in the 4th week of the campaign. More detailed information about participation will be available once the campaign has ended, which is set for July 15th.

There is no campaign set for Q3, as the focus during this time will be the annual Personal Health Assessment (PHA) process for employees. The wellness committee will continue to meet regularly and begin working on the Q4 campaign which will launch sometime in October.

HR Staff Development

The HR Department participated in a full-day team development training entitled Enhancing the Team on June 7th. Pete Bilski from the HS Group was our facilitator. Topics presented included but were not limited to Traits That Make People Successful, 7 Keys to Great Team Work, Values and Beliefs, 5 Dysfunctions of a Team, What is Leadership, Traits of a Successful Leader, and What Does Employee Engagement Look Like. Since the training we have revised our mission statement and are working on our department core value statement.

Five HR staff members attended LOGOS training for advanced reporting writing sponsored by TS and our outside vendor Tyler Technologies. The training enhanced our understanding of wage and budget reports.

Cc: Troy Streckenbach, County Executive



Budget Performance Report

Date Range 01/01/16 - 04/30/16
Include Rollup Account and Rollup to Account

Account	Fund	100 - GF	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
REVENUE											
Department 080 - Treasurer			Division 001 - General								
4100			General property taxes	(1,617,205.00)	.00	(1,617,205.00)	(134,767.08)	.00	(539,068.32)	(1,078,136.68)	33
4108			Interest on taxes	1,000,000.00	.00	1,000,000.00	55,441.71	.00	326,705.40	673,294.60	33
4109			Penalties on taxes	365,000.00	.00	365,000.00	13,915.28	.00	123,259.59	241,740.41	34
4110			Penalties on special assessments	40,000.00	.00	40,000.00	3,483.37	.00	23,228.10	16,771.90	58
4490			Ag use conversion	.00	.00	.00	36,822.87	.00	36,822.87	(36,822.87)	+++
4700			Intergovt charges	50,000.00	.00	50,000.00	2,400.00	.00	21,625.00	28,375.00	43
4900			Miscellaneous	40,000.00	.00	40,000.00	(145.29)	.00	16,626.71	23,373.29	42
4905			Interest	764,210.00	.00	764,210.00	4,849.43	.00	132,276.95	631,933.05	17
4907			Unrealized Gain or Loss - Interest	.00	.00	.00	788,711.04	.00	357,681.14	(357,681.14)	+++
4960			Gain or Loss on Sale - Tax Deeds	(10,000.00)	.00	(10,000.00)	.00	.00	48,936.68	(58,936.68)	-489
4990			Cash Over/Short	.00	.00	.00	1.86	.00	1.86	(1.86)	+++
Division 001 - General Totals				\$632,005.00	\$0.00	\$632,005.00	\$770,713.19	\$0.00	\$548,095.98	\$83,909.02	87%
Department 080 - Treasurer Totals				\$632,005.00	\$0.00	\$632,005.00	\$770,713.19	\$0.00	\$548,095.98	\$83,909.02	87%
REVENUE TOTALS											
EXPENSE											
Department 080 - Treasurer			Division 001 - General								
Regular earnings											
5100			Regular earnings	262,046.00	.00	262,046.00	18,509.22	.00	86,681.45	175,364.55	33
5100.998			Regular earnings Budget only	371.00	.00	371.00	.00	.00	.00	371.00	0
5100 - Regular earnings Totals				\$262,417.00	\$0.00	\$262,417.00	\$18,509.22	\$0.00	\$86,681.45	\$175,735.55	33%
Paid leave earnings											
5102			Paid leave earnings	.00	.00	.00	373.09	.00	2,019.40	(2,019.40)	+++
5102.100			Paid leave earnings Paid Leave	.00	.00	.00	147.00	.00	333.20	(333.20)	+++
5102.200			Paid leave earnings Personal	.00	.00	.00	.00	.00	686.08	(686.08)	+++
5102.500			Paid leave earnings Holiday	.00	.00	.00	.00	.00	\$3,038.68	(3,038.68)	+++
5102 - Paid leave earnings Totals				\$0.00	\$0.00	\$0.00	\$520.09	\$0.00	\$602.55	\$2,099.45	22%
Premium											
5103			Premium	2,702.00	.00	2,702.00	.00	.00	602.55	2,099.45	22%
5103.000			Premium Overtime	\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$602.55	\$2,099.45	22%
5103 - Premium Totals				\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$602.55	\$2,099.45	22%
Fringe benefits											
5110			Fringe benefits FICA	19,460.00	.00	19,460.00	1,398.50	.00	6,575.74	12,884.26	34
5110.100			Fringe benefits Unemployment compensation	662.00	.00	662.00	45.72	.00	214.90	447.10	32
5110.200			Fringe benefits Health Insurance	43,050.00	.00	43,050.00	1,901.80	.00	15,214.40	27,835.60	35
5110.210			Fringe benefits Dental Insurance	4,457.00	.00	4,457.00	191.56	.00	1,532.48	2,924.52	34
5110.220			Fringe benefits Life Insurance	420.00	.00	420.00	.00	.00	132.56	287.44	32
5110.230			Fringe benefits LT disability insurance	934.00	.00	934.00	78.33	.00	313.32	620.68	34
5110.235			Fringe benefits Disability insurance	2,262.00	.00	2,262.00	189.00	.00	756.00	1,506.00	33



Budget Performance Report

Date Range 01/01/16 - 04/30/16

Include Rollup Account and Rollup to Account

Account	Fund	100 - GF	EXPENSE	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - Transactions	% used/ Rec'd
Department 080 - Treasurer												
Division 001 - General												
5110 Fringe benefits												
5110.240				Fringe benefits Workers compensation Insurance	392.00	.00	392.00	33.00	.00	132.00	260.00	34
5110.300				Fringe benefits Retirement	17,553.00	.00	17,553.00	1,255.92	.00	5,175.40	12,377.60	29
				5110 - Fringe benefits Totals	\$89,190.00	\$0.00	\$89,190.00	\$5,093.83	\$0.00	\$30,046.80	\$59,143.20	34%
5198				Fringe benefits - Budget only	44.00	.00	44.00	.00	.00	.00	44.00	0
5300 Supplies												
5300				Supplies	4,450.00	.00	4,450.00	.00	.00	277.37	4,172.63	6
5300.001				Supplies Office	7,000.00	.00	7,000.00	679.75	.00	2,811.31	4,188.69	40
5300.004				Supplies Postage	49,000.00	.00	49,000.00	1,100.88	.00	15,956.60	33,043.40	33
				5300 - Supplies Totals	\$60,450.00	\$0.00	\$60,450.00	\$1,780.63	\$0.00	\$19,045.28	\$41,404.72	32%
5304 Printing												
5304.100				Printing Forms	12,366.00	.00	12,366.00	.00	.00	6,450.18	5,915.82	52
				5304 - Printing Totals	\$12,366.00	\$0.00	\$12,366.00	\$0.00	\$0.00	\$6,450.18	\$5,915.82	52%
5305				Dues and memberships	100.00	.00	100.00	.00	.00	100.00	.00	100
5306 Maintenance agreement												
5306.100				Maintenance agreement Software	2,820.00	.00	2,820.00	.00	.00	.00	2,820.00	0
				5306 - Maintenance agreement Totals	\$2,820.00	\$0.00	\$2,820.00	\$0.00	\$0.00	\$0.00	\$2,820.00	0%
5307 Repairs and maintenance												
5307.100				Repairs and maintenance Equipment	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0
				5307 - Repairs and maintenance Totals	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0%
5310				Advertising and public notice	1,000.00	.00	1,000.00	.00	.00	84.00	916.00	8
5330				Books, periodicals, subscription	300.00	.00	300.00	13.00	.00	56.61	243.39	19
5340				Travel and training	1,400.00	.00	1,400.00	.00	.00	336.55	1,063.45	24
5390				Miscellaneous	1,000.00	.00	1,000.00	67.24	.00	(801.37)	1,801.37	-80
5392				Service fees	53,000.00	.00	53,000.00	3,704.36	.00	16,021.48	36,978.52	30
5410 Insurance												
5410.400				Insurance Bond	677.00	.00	677.00	.00	.00	678.63	(1.63)	100
				5410 - Insurance Totals	\$677.00	\$0.00	\$677.00	\$0.00	\$0.00	\$678.63	(\$1.63)	100%
5601 Intra-county expense												
5601.100				Intra-county expense Technology services	37,178.00	.00	37,178.00	2,531.25	.00	18,193.37	18,984.63	49
5601.200				Intra-county expense Insurance	2,031.00	.00	2,031.00	169.00	.00	676.00	1,355.00	33
5601.300				Intra-county expense Other departmental	90.00	.00	90.00	30.00	.00	60.00	30.00	67
5601.350				Intra-county expense Highway	3,500.00	.00	3,500.00	.00	.00	113.50	3,386.50	3
5601.400				Intra-county expense Copy center	1,000.00	.00	1,000.00	(22.88)	.00	162.56	837.44	16
5601.450				Intra-county expense Departmental copiers	399.00	.00	399.00	33.25	.00	133.00	266.00	33
5601.550				Intra-county expense Document center	9,832.00	.00	9,832.00	381.49	.00	2,906.72	6,925.28	30
				5601 - Intra-county expense Totals	\$54,030.00	\$0.00	\$54,030.00	\$3,122.11	\$0.00	\$22,245.15	\$31,784.85	41%



Budget Performance Report

Date Range 01/01/16 - 04/30/16
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - GF									
EXPENSE									
Department 080 - Treasurer									
Division 001 - General									
5700	Contracted services	39,384.00	.00	39,384.00	2,742.68	21,170.32	9,453.68	8,760.00	78
5810	Tax deed	39,750.00	.00	39,750.00	1,310.82	.00	13,988.62	25,761.38	35
Tax refund									
5815.100	Tax refund Personal property	8,125.00	.00	8,125.00	3,974.01	.00	3,974.01	4,150.99	49
5815.110	Tax refund Real estate property	2,050.00	.00	2,050.00	.00	.00	.00	2,050.00	0
5815 - Tax refund Totals		\$10,175.00	\$0.00	\$10,175.00	\$3,974.01	\$0.00	\$3,974.01	\$6,200.99	39%
Division 001 - General Totals		\$632,005.00	\$0.00	\$632,005.00	\$40,837.99	\$21,170.32	\$212,002.30	\$398,832.38	37%
Department 080 - Treasurer Totals		\$632,005.00	\$0.00	\$632,005.00	\$40,837.99	\$21,170.32	\$212,002.30	\$398,832.38	37%
EXPENSE TOTALS		\$632,005.00	\$0.00	\$632,005.00	\$40,837.99	\$21,170.32	\$212,002.30	\$398,832.38	37%
Fund 100 - GF Totals									
REVENUE TOTALS		632,005.00	.00	632,005.00	770,713.19	.00	548,095.98	83,909.02	87
EXPENSE TOTALS		632,005.00	.00	632,005.00	40,837.99	21,170.32	212,002.30	398,832.38	37
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	\$729,875.20	(\$21,170.32)	\$336,093.68	(\$314,923.36)	
Grand Totals									
REVENUE TOTALS		632,005.00	.00	632,005.00	770,713.19	.00	548,095.98	83,909.02	87
EXPENSE TOTALS		632,005.00	.00	632,005.00	40,837.99	21,170.32	212,002.30	398,832.38	37
Grand Totals		\$0.00	\$0.00	\$0.00	\$729,875.20	(\$21,170.32)	\$336,093.68	(\$314,923.36)	

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July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF THE
ACCOUNT CLERK II POSITION IN THE
TREASURER'S DEPARTMENT TABLE OF ORGANIZATION**

WHEREAS, the Brown County Treasurer's Department ("Department") currently has a vacant Account Clerk II position ("Position") due to a retirement; and

WHEREAS, the Department completed a thorough review of the Position and realigned some of the duties to another staff member to better meet the needs of the Department; and

WHEREAS, the duties of the vacant Position are now more aligned with those of an Account Clerk I position; and

WHEREAS, the Human Resources Department in conjunction with the Treasurer's Department recommend the reclassification of 1.00 FTE Account Clerk II position in Pay Grade 16 in the Treasurer's table of organization to 1.00 FTE Account Clerk I position in Pay Grade 16 of the Classification and Compensation Plan; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reclassification of 1.00 FTE Account Clerk II position in Pay Grade 16 in the Treasurer's table of organization to 1.00 FTE Account Clerk I in Pay Grade 16 of the Classification and Compensation Plan.

Budget Impact:
Treasurer's Department

Partial Year Budget Impact 08/01/16 – 12/31/16	FTE	Addition/ Deletion	Salary	Fringe	Total
Account Clerk II	(1.00)	Deletion	\$(15,925)	\$(6,512)	\$(22,437)
Account Clerk I	1.00	Addition	\$ 14,820	\$ 6,346	\$ 21,166
Partial Budget Impact			\$(1,105)	\$(165)	\$(1,270)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Account Clerk II	(1.00)	Deletion	\$(38,220)	\$(15,628)	\$(53,848)
Account Clerk I	1.00	Addition	\$ 35,568	\$ 15,231	\$ 50,799
Annualized Budget Impact			\$(2,652)	\$(397)	\$(3,049)

Fiscal Note: This resolution does not require an appropriation from the General Fund. The resolution reduces employee expenditures in the Treasurer's 2016 budget by \$1,270.

Respectfully submitted,
ADMINISTRATION COMMITTEE &
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel's Office

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNT CLERK I

REPORTS TO: TREASURER AND DEPUTY TREASURER

DEPARTMENT: TREASURER

JOB SUMMARY:

Customer service oriented position with strong problem-solving and communication skills required. Performs varied and increasingly responsible basic accounting, reporting, and related duties involving the maintaining and reconciliation of records and processing documents related to financial transactions, calling for independent judgment, initiative and specialized knowledge in carrying out established procedures or applying laws and regulations; performs related functions as assigned

ESSENTIAL DUTIES:

Serves as a primary phone and counter contact in the department. Answers property tax related inquiries from the general public.

Records financial transactions for taxpayers and other County departments; follows up as needed.

Handles cash, prepares bank deposits by scanning checks, locates and corrects balancing errors; reconciles daily cash control reports; performs related tasks.

Verifies and enters assessment, lottery credit, foreclosure lienholder, and mailing address information in the tax system.

Prepares purchase orders

Prints and prepares payroll stubs and accounts payable checks

Mails tax bills, delinquent notices, receipts, and other written correspondence to taxpayers.

Tracks and re-deposits non-sufficient funds checks

Retrieves, opens, sorts, and distributes mail

MATERIALS AND EQUIPMENT USED:

General telephone, computer, cash counter, check scanner, folder/sealer machine, and other general office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate degree in accounting, plus one year bookkeeping experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform these job duties.

Licenses and Certifications: None

Knowledge, Skills and Abilities:

Ability to communicate effectively both orally and in writing.

Skill in providing good customer service.

Ability to establish and maintain effective working relationships with staff and the public.

Knowledge of basic data processing techniques and procedures.

Knowledge and ability to use a computer and the required software, including spreadsheet and word processing applications.

Ability to operate a variety of standard office equipment.

Ability to perform full data entry functions at a rate of 80 net keystrokes per minute.

Ability to make fairly complex arithmetic computations.

Ability to learn the specialized procedures of the department in which employed.

Ability to work the required hours of the position.

Knowledge of basic accounting practices.

Conversational abilities in Spanish language (speaking and comprehension) a plus.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 05/17/16

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: June 20, 2016
REQUEST TO: Administration Committee
MEETING DATE: July 6, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of the Account Clerk II Position in the Treasurer's Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Treasurer's Department has a vacant Account Clerk II position due to a retirement. The department completed a thorough review of the position and realigned some of the duties to another staff member to better meet the needs of the department. The duties of the vacant position are now more aligned with an Account Clerk I position.

ACTION REQUESTED:

Reclassify 1.00 FTE Account Clerk II position to 1.00 FTE Account Clerk I position in the Treasurer's Department table of organization.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? 2016 Savings \$(1,270)/Annualized Savings (\$3,049)
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**CORPORATION COUNSEL OFFICE
MONTHLY REPORT FOR APRIL AND MAY, 2016**

INTERIM CORPORATION COUNSEL:

BROWN COUNTY BOARD OF SUPERVISORS: Review of the Brown County Board of Supervisors Meeting Agenda and previous Meeting minutes in preparation of attending the April and May monthly Brown County Board of Supervisors Meetings; Attend said Meetings; Review of email from Dan Process regarding the possible redaction, due to privacy protections, of certain itemizations within the Bills being furnished to the appropriate Committee/Board for approval; Response to Mr. Process in regards thereto; Teleconference and email communication to and from Brown County Board Chairman, Patrick Moynihan, regarding conflicts of interest; Review of and revision to an Ordinance to Amend Section 4.27 of the Brown County Code of Ordinances; Per the request of Public Works Director, Paul Fontecchio, provide Closed Session language for inclusion on the PD&T Agenda; Teleconference with Supervisor Erik Hoyer regarding former Corporation Counsel's attendance at certain closed sessions of the Brown County Board of Health; Follow up communication to Supervisor Hoyer regarding the authority of the Brown County Board of Health versus the Brown County Health Director; Numerous communications to and from Brown County Board Chairman, Patrick Moynihan, regarding a possible conflict following the appointment of Supervisors to the various Standing Committees; Follow up communication to Supervisor Moynihan regarding the same; Attend monthly Administrative Committee Meetings on behalf of the Corporation Counsel's Office.

DEPARTMENT OF ADMINISTRATION (Contract Review): Review and revision to Resolution regarding Medical Examiner Fees for inclusion on the appropriate Agenda; Review and revision to numerous budget adjustment Resolutions for inclusion on the appropriate Agenda; Review and revision to a Resolution regarding restrooms at the Brown County Central Library location for inclusion on the appropriate Agenda; Review and revision to a Resolution regarding Reclassification of the Service Desk Specialist for inclusion on the appropriate Agenda; Review and revision to a Wage Adjustment Resolution for inclusion on the appropriate Agenda.

CHILD SUPPORT: Office meeting with Child Support Director, Maria Lasecki, to discuss privacy protections of case workers employed within her Department.

CLERK OF COURTS OFFICE: Review of files in anticipation of appearing at the monthly Guardian ad Litem Contempt Hearings/ Hearings to Show Cause; Attend said Hearings on behalf of Brown County; Attention to email from Clerk of Courts, John VanderLeest, seeking legal advice on a request from an private attorney to hold certain money in escrow pending the outcome of a dispute regarding the ownership thereof; Review of the Wisconsin Statutes and Case Law governing the Clerk of Courts ability to oblige said request; Office meeting with Clerk of Courts VanderLeest to discuss my findings with respect thereto; Attention to follow-up communication from Clerk of Courts VanderLeest to said attorney conveying the same.

CONTRACTS: Review of and revision to the Community Action for Healthy Living Contract for the ADRC; Review of and revision to the CAHL Subcontract for the Human Services Department; Review of and revision to the Nsight Service Contract and Master Service Agreement for the Technology Services Department; Review of and revision to the 2016 Family Access Solutions Agreement for the Human Services Department; Review of and revision to the Medical Professional Service Contract Template for the Human Services Department; Review of and revision to the Neon Darkness Electrified Contract for the Neville Public Museum; Review of the City of De Pere's objection to certain language that the ADRC included, per a governing Business Associate Agreement entered into for purposes of receiving Family Care funding, in its renewal of a contract with the City of De Pere; Review of said Business Associate Agreement in preparation of proposing alternative language in said agreement between the City of De Pere that would satisfy the ADRC's obligations under the Business Associate Agreement, as well as some of the objections raised by the Attorney for the City of De Pere; Communication to and from said City of De Pere Attorney regarding said proposal; Following the City of De Pere's acceptance of the alternative language, communication to Brown County Risk Manager, Barbara West apprising her of the same; Review of and revision to the Liturgical Publications Contract for the ADRC; Review of and revision to the Lakeland Care District Contract for Human Services.

COUNTY EXECUTIVE: Attend Monday morning weekly meetings of the Executive Committee to discuss and consider current administrative matters/issues pending within the County.

EMPLOYMENT MATTERS (Human Resources/Public Works): Review of the evidence and transcript from the Hearing that was conducted on the Grievances of Tony Elfe and Bob Welsing in preparation of drafting Closing Statements on behalf of the County; Communication to and from the Grievants' Attorney, Terrance Bouressa, and the Independent Hearing Officer, Attorney Jim Godlewski, in regards to the Closing Statement's submission deadline; Draft said Closing Statement and submit to Independent Hearing Officer Godlewski for consideration; Review of the Closing Statement that was filed by Attorney Bouressa and submitted simultaneously with the County's Closing Statement; Review of the Decision of Independent Hearing Officer Godlewski finding in favor of Brown County; Attention to the Notice of Appeal filed by Attorney Bouressa on behalf of Grievants, Elfe and Welsing; Compilation and preparation of the Record on said Appeal for consideration and deliberation by the Executive Committee; Assist the Brown County Board Office in the drafting of closed session language for said consideration/deliberation; Attention and response to several procedural questions regarding the Appeal process from Brown County Administration and Attorney Dan Borowski in advance of the Executive Committee's review of the Record and recommendation to the Brown County Board of Supervisors as to whether it should sustain or deny the decision of Independent Hearing Officer Godlewski.

INTEROFFICE: Review and approve certain bills/invoices for purposes of forwarding to the appropriate Standing Committee for approval; Perform certain Logos administrative duties; Perform certain payroll processing duties using Kronos; Prepare for attending a Temporary Placement Custody Hearing in place of Assistant Corporation Counsel

Attorney, Samantha Wagner; Appear at said Hearing; Brief conversation with Attorney Wagner thereafter to discuss the Hearing outcome; Several interoffice meetings with Assistant Corporation Counsel, Rebecca Lindner, regarding an investigation by the Federal Department of Justice of the Sheriff's Office's policies for supplying interpreters; Discussion regarding the retention of outside counsel to assist in overseeing said investigation; Retention of said counsel, following a teleconference to discuss the circumstances surrounding the DOJ investigation.

HUMAN RESOURCES: Discussion with Human Resources Manager, Brittany Zaehringer, regarding a state tax issue involving a former Brown County employee; Review of and revision to the letter in response thereto.

HUMAN SERVICES (ECONOMIC SUPPORT): Office meeting with Jenny Hoffman and Chelsey Groessl of Economic Support to discuss several recent decisions of the Administrative Law Judges on the Appeals of certain public assistance beneficiaries who were found guilty by default or "no-contest" plea to various welfare fraud citations; Review of Appellant's Brief filed by Legal Aid of Wisconsin in support of a pending Appeal regarding the same; Assisted Ms. Hoffman and Ms. Groessl in drafting a Brief in Response thereto; Discuss revising the Brown County Welfare Fraud Ordinance to address several of the issues raised by the Administrative Law Judges in said decisions, as well as by the Federal Department of Justice following an audit of Brown County's Economic Support Division.

LIBRARY (Litigation): Communication to and from Outagamie Corporation Counsel, Joe Guidote, requesting that he accept Service of Brown County's Summons and Complaint to collect against Outagamie County on the outstanding Library Services Invoices owed Brown County under the then-governing law; Draft of Summons and Complaint regarding the same; Filing of said Summons and Complaint; Per Attorney Guidote's response to the aforementioned request, draft of Admission of Service to accompany the Summons and Complaint being sent to Attorney Guidote following said filing of the same; Send documents to Attorney Guidote with a cover letter of explanation; Filing of Admission of Service upon receipt of an executed copy from Attorney Guidote; Communication to and from the Brown County Library Board and Interim Director regarding the filing of said lawsuit and what to expect as a result thereof. [**For the Month of February**] Attention to the Answer and Counterclaim against Brown County that was filed by Outagamie County in the pending collection action; Teleconference with Attorney Timothy Nixon regarding said Counterclaim; Email communication to and from various members of the Brown County Library Board regarding said Answer and Counterclaim; Review of Agenda for upcoming Brown County Library Board in anticipation of attending the same to discuss said litigation; Communication to and from Interim Brown County Library Director, Sue Lagerman, Brown County Library Board President, Kathy Pletcher, and Attorney Nixon regarding missing language on said Agenda necessary for the Library Board to discuss the pending litigation in closed session; Email communication to Interim Director Lagerman, Library Board President Pletcher and Attorney Nixon with the necessary language to allow the Library Board to discuss the pending litigation in closed session during its March meeting. [**For the Month of March**] Draft Answer to Counterclaim filed by Outagamie County in response

to Brown County's Complaint against it for collection of outstanding Library Services Invoices; Communication to and from various members of the Brown County Library Board regarding the same; Review of Agenda in anticipation of upcoming meeting to ensure proper closed session language was included thereon; Communication to and from Interim Director, Sue Lagerman, regarding said Agenda and the process for going into closed session; Review of pleadings in anticipation of attending the Brown County Library Board Meeting; Attend said Meeting to discuss the pending litigation and future strategy. **[For the Month of August]** Communication to and from Library Director, Brian Simons, regarding status of the lawsuit between OWLS and Brown County for unpaid services. **[For the Month of September]** Email Communication to and from Brown County Library Director, Brian Simons, regarding the accumulation of outstanding invoices following Brown County's filing of a collection action against Outagamie County; Attention to Outagamie County's Scheduling Conference Statement filed in anticipation of the Scheduling Conference set in regards to said pending collection action; Draft and file a Scheduling Conference Statement on behalf of Brown County in anticipation of the same; Attend said Scheduling Conference on behalf of Brown County; Email communication to and from Brown County Library Director Simons and Brown County Library Board President, Kathy Pletcher, in follow up to attending said Scheduling Conference for purposes of providing them with a status update. **[Month of October]** Research in support of possible Motion for Summary Judgment per the recent Scheduling Order entered by the Court in regards to this case. **[Month of December]** Attention to Scheduling Order in anticipation of complying with deadline for naming the parties chosen method of Alternative Dispute Resolution; Email Communication to Outagamie Corporation Counsel, Attorney Joe Guidote, suggesting mediation as said method of Alternative Dispute Resolution and proposing several mediators therefore; Brief communication with Brown County Executive, Troy Streckenbach, regarding the same; Attention to email communication from Attorney Guidote in response thereto; Draft Notice to the Court, alerting it of the same; Communication to and from several Brown County Library Board Members and Library Administrators in follow up thereto. **[Month of May]** Several teleconferences with Outagamie Corporation Counsel, Joseph Guidote, to discuss the pending litigation and possible informal settlement in advance of mediation; Follow up conversations with Attorney Guidote regarding the scheduling of said mediation and the appointment of the mediator therefor; Review of proposal with Attorney Guidote for possible informal settlement purposes; Discussion with Brown County Port and Resource Recovery Director, Dean Haen, regarding the same.

LIBRARY: Office meeting with Deputy Director, Emily Rogers, to discuss possible personnel action under the Americans with Disabilities Act ("ADA").

LITIGATION (GetMOR): Communication to the Brown County Board of Supervisor's Office requesting the inclusion of a Closed Session on the upcoming Administration Committee's Meeting Agenda for purposes of discussing the pending GetMOR litigation; Provide said Office with the appropriate Agenda language for purposes of the same; Prepare for upcoming Scheduling Conference set by the Court to calendar certain dates pertinent to the GetMOR litigation; Attend said Scheduling Conference; Assess pros and cons of litigating before a jury, as opposed to a judge, following GetMOR's decision not

to exercise its right to a jury during the aforementioned Scheduling Conference; Draft letter to the Court notifying it of the County's decision to also forego said jury trial; Attend Administration Committee Meeting to give an update on the GetMOR litigation in closed session. **[For the Month of December]**: Prepare for going into closed session at the December meeting of the Brown County Board of Supervisors to provide an update on the GetMOR litigation; Attend said meeting for purposes of the same. **[For the Month of January]** Communication to and from Attorney Randall Gast, counsel for GetMOR, regarding extending the deadline for naming additional parties to the pending litigation; Draft of a Proposed Stipulation and letter to the Court as a result of said communications. **[For Month of February]** Research and gather relevant case law on the issue of an insurer's duty to defend and indemnify claims based in equity, specifically, Promissory Estoppel, in anticipation of drafting a letter to Brown County's Insurer, WMMIC, demanding coverage in the pending litigation on behalf of Brown County as a result thereof; Review of the WMMIC policy in place at the time of the events giving rise to said claim for purposes of the same; Communication to and from GetMOR attorney, Randall Gast, regarding the status of said litigation, as well as GetMOR's preliminary settlement proposal. **[For Month of April]** Draft Notice of Motion and Motion to Amend Scheduling Order per previous agreement between the parties to the litigation; Email communication to and from Attorney Randall Gast in regards thereto; Draft proposed Order for the Judge to execute in response to said Notice of Motion and Motion to Amend Scheduling Order; Filing of said pleadings with the Brown County Clerk of Courts. **[For Month of October]** Review of file in anticipation of attending the Scheduling Conference, set pursuant to the Parties Motion to Amend Scheduling Order; Attend Scheduling Conference with respect thereto; Attention to Scheduling Order entered as a result thereof. **[For Month of January]** Email communication to and from Opposing Counsel, Attorney Randall Gast, regarding the upcoming deadline for notifying the Court of the parties' Alternative Dispute Resolution choice; Upon reaching an agreement with Attorney Gast with respect thereto, draft a letter to the Court notifying it of the same; Communication to and from Attorney Gast in follow up.

OPEN RECORDS: Attention to Open Records Request for certain documents pertaining to the Outagamie/Brown Library Litigation and to the Brown, Outagamie, and Winnebago landfill dispute; Communication to and from Library Director, Brian Simons, and Port and Resource Recovery Director, Dean Haen, regarding said Requests; Review the documents received from Library Director Simons and Port and Resource Recovery Director Haen in preparation of responding thereto; Attention to Open Records Request for certain documents pertaining to the former Health Director and the former Corporation Counsel; Review of Wisconsin Statutes governing when notice of certain Open Records Requests must be given to former employees and public officers; Several teleconferences with outside counsel regarding said Requests; Email communication to said Requester in response thereto; Attention to Open Records Request for certain documents relating to the census; Draft letter for Administration Employee, Brian Lueth, to send in response; Attention to email from Chelsey Groessl of the Brown County Economic Support Division inquiring into an Open Records Request for certain information regarding a public assistance beneficiary; Email to Ms. Groessl in response thereto; Attention to an email from Brown County Risk Manager, Barbara West,

regarding an Open Records Request for a certain contract containing confidentiality/copyright provisions; Review of Wisconsin Statutes and Case Law governing Open Records Requests for intellectual property protected information; Review of redactions to said contract to ensure consistency with governing law; Draft letter explaining the redactions and law in support thereof for Risk Manager West to send to the Requester along with the responsive documentation; Attention to Open Records Request for certain documentation relating to an audit of the Public Works Department; Respond to said Request in accordance with governing law; Attention to a second Open Records Request for certain documentation pertaining to the former Health Director and the former Corporation Counsel; Respond to said Request in accordance with governing law.

PARKS DEPARTMENT: Attention to several emails from Parks Manager, Matt Kriese, regarding the installation of an electric gate across certain property owned by the Town of Ledgeview that accesses Fonferek's Glen Park, as well as a private residential property connected thereto; Review of the Wisconsin Statutes and Case Law governing the authority of County Parks in anticipation of advising Parks Manager Kriese on whether the proposed Memorandum of Understanding will adequately address some of the issues surrounding said installation.

PLANNING AND LAND SERVICES: Attention to email from Brown County Planning and Land Services CDBG Administrator, Aaron Schuette, inquiring into the necessity of giving notice under the Open Meetings Law of an upcoming meeting; Review Wis. Stats., Ch. 19 in preparation of responding; Email response to CDBG Administrator Schuette regarding the same.

PLANNING AND LAND SERVICES: Prepare for a meeting with Planning and Land Services Director, Chuck Lamine, and others to discuss an offer to purchase the Associated Bank parking lot; Attend said meeting; Follow up meeting in regards to the same.

PORT AND RESOURCE RECOVERY: Office meeting with Port and Resource Recovery Director, Dean Haen, to discuss a recent decision by the Army Corps of Engineers to deny the County's reimbursement request under the Program Partnership Agreement governing the Cat Island Project; Review of documentation in regards thereto for purposes of drafting a letter objecting to the Army Corps of Engineers' decision.

PORT AND RESOURCE RECOVERY: Attention to an email from the Green Bay City Attorney's Office regarding the pending Renard Island Causeway Easement and WPS Easement requests; Email communication to and from Port and Resource Recovery Director, Dean Haen, in regards thereto; Office meeting with Port and Resource Recovery Director Haen to discuss the County's position/strategy moving forward.

PUBLIC WORKS (HIGHWAY): Several teleconferences and email communications to and from Brown County Risk Manager, Barbara West, Brown County Director of Administration, Chad Weininger, and Public Works Director, Paul Fontecchio, to discuss the law governing Public Works Bids, as well as the Highway Commissioner's authority with respect thereto; Attend Special Meeting of the Planning Development & Transportation Committee for purposes of addressing the same.

PUBLIC WORKS (HIGHWAY): Draft Resolution to Approve the transfer of certain Brown County property located in the City of De Pere to the City of De Pere; Numerous email communications to and from City of De Pere Attorney, Judy Schmidt-Lehman, regarding the same; Several telephone conferences with Public Works Director, Paul Fontecchio, regarding the same; Numerous email communications to and from Jim Wallen regarding the legal description of said property; Follow-up communication to and from Attorney Schmidt-Lehman upon approval of the Resolution; Complete the requisite E-filing for purposes of filing the Deed attached to said Resolution in the Register of Deeds Office; Attention to email from Public Works Director, Paul Fontecchio, regarding a proposed Jurisdictional Transfer Agreement from the State of Wisconsin; Review of and revision to said Agreement; Follow up communication to and from Public Works Director Fontecchio in regards thereto; Draft Resolution to Approve said Agreement for consideration by the appropriate Standing Committee and the Brown County Board of Supervisors.

PUBLIC WORKS (HIGHWAY): Attention to email communications and proposed pleadings from Attorney Nick Linz, counsel for certain land owners objecting to the amount of Just Compensation awarded by Brown County for the partial taking of their property in conjunction with the CTH V Project; Teleconference with Attorney Linz to discuss the threatened litigation; Email correspondence to Public Works Director, Paul Fontecchio, notifying him of the same.

SHERIFF'S OFFICE: Teleconference with Sheriff John Gossage regarding his receipt of a Subpoena for certain documents collected by the Sheriff's Office during an investigation; Review of the Subpoena for purposes of responding thereto; Teleconference with District Attorney, David Lasee, to discuss the same; Follow up conversation with Sheriff Gossage regarding his receipt of a letter relating to the Subpoena; Review of said letter in anticipation of responding thereto; Teleconference with the author of the letter to discuss the contents thereof; Subsequent discussions with Sheriff Gossage regarding the author's decision to withdraw the Subpoena request.

SHERIFF'S OFFICE: Several teleconferences with Captain Keith Deneys regarding various legal procedures governing the execution of writs, the attachment of property, the eviction of holdover tenants and sheriff sales following judgments of foreclosure.

TECHNOLOGY SERVICES: Review of certain Technology Services policy proposals governing the use of personal mobile devices to conduct Brown County business; Office meeting with Technology Services Director, August Neverman, Human Resources Manager, Brittany Zaehringer, and Director of Administration, Chad Weininger, to discuss the same; Teleconference with outside counsel retained by the County to address potential privacy matters relating to certain software being proposed to protect sensitive information that is accessed from an employee's personal mobile device; Attend several follow-up meetings in regards to the same.

**CIVIL MENTAL HEALTH COMMITMENTS/ADULT GUARDIANSHIPS/
PROTECTIVE PLACEMENTS AND GENERAL CORPORATION
COUNSEL:**

Month of April

Register in Probate Office:

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 6
- Pre-trials / Annual Reviews of Protective Placements (WATTs hearings / Ch. 55): 4
- Temporary Guardianship hearings (Ch. 54): 4
- Scheduling Conferences for contested cases (Ch. 54/55): 2
- Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 7

Judicial Hearings / Court Commissioners:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 2
- Brown County Settlement Agreements (Ch. 51): 8
- Door, Oconto and Marinette Settlement Agreements (Ch. 51): 2
- Door, Oconto and Marinette Probable Cause hearings (Ch. 51): 1

Judicial Hearings / Judge Hock and Judge Atkinson:

- Brown County Probable Cause Hearings Civil Mental Health Commitments (Ch. 51): 7
- Brown County Settlement Agreements (Ch. 51): 11
- Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 2
- Final Civil Mental Health hearings (Ch. 51): 4
- Civil Mental Health Extension Hearings (Ch. 51): 5
- Civil Mental Health Extension Hearing stipulations (Ch. 51): 4
- Annual Protective Placement Review hearings (Ch. 55): 6
- Guardianship hearings (Ch. 54): 3
- Protective Placement hearings (Ch. 55): 3

Other Work:

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, arrange witness testimony
- Phone calls and e-mails with calls with public defenders and other attorneys
- Phone calls and e-mails with medical doctors, psychiatrists, or psychologists
- Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51)
- In person meetings with social workers
- Phone calls with social workers and other employees
- Phone calls with witnesses and public
- Read and respond to e-mails regarding cases, witnesses or other legal analysis
- Adult Protective Services case meetings
- Meetings with office attorneys about on-going cases
- Attend morning reports at Community Treatment Center Nicolet Hospital for court updates
- Adult Protective Service staffing with caseworkers about investigations

- Intake for calls on questions regarding three party petitions and discussion with family members about options of how or if to proceed, referrals to appropriate supports for family
- Preparation and screening for three party petitions
- Lexis legal research for ongoing cases
- Consultation with Family Services Crisis staff about cases
- Subcommittee meetings for developing plans for mental health funding of detoxification and day treatment center
- Ad Hoc Committee meeting for mental health / detoxification services funding
- Review of three party petitions and discussion with family members
- Consultation with crisis intervention officers
- Open records request review and responses
- Meeting with sheriff department and review of DOJ request
- Review of materials to submit for DOJ
- Preparation and sending voluminous materials to DOJ
- Meetings with economic staff employees in the Fraud department
- Continued work on on-going appeal in Court of Appeals
- Review of Port and Solid Waste stock shares, meeting with Administration and Treasure regarding sale of shares
- Meetings with health department staff for open records requests
- IT training / on-line meeting on transfer or e-mails for complying with open records requests

Month of May

Register in Probate Office:

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 4
- Pre-trials / Annual Reviews of Protective Placements (WATTs hearings / Ch. 55): 6
- Temporary Guardianship hearings (Ch. 54): 2
- Scheduling Conferences for contested cases (Ch. 54/55): 6
- Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 4

Judicial Hearings / Court Commissioners:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 2
- Brown County Settlement Agreements (Ch. 51): 9
- Door, Oconto and Marinette Settlement Agreements (Ch. 51): 1
- Door, Oconto and Marinette Probable Cause hearings (Ch. 51): 1
- Emergency Protective Placement hearing (Ch. 54/55): 1

Judicial Hearings / Judge Hock and Judge Atkinson:

- Brown County Probable Cause Hearings Civil Mental Health Commitments (Ch. 51): 4
- Brown County Settlement Agreements (Ch. 51): 10
- Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 1
- Final Civil Mental Health hearings (Ch. 51): 3
- Civil Mental Health Extension Hearings (Ch. 51): 5
- Civil Mental Health Extension Hearing stipulations (Ch. 51): 5
- Annual Protective Placement Review hearings (Ch. 55): 3
- Guardianship hearings (Ch. 54): 4

-Protective Placement hearings (Ch. 55): 4

Other Work:

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, arrange witness testimony
- Phone calls and e-mails with calls with public defenders and other attorneys
- Phone calls and e-mails with medical doctors, psychiatrists, or psychologists
- Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51)
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- Attend morning reports at Community Treatment Center Nicolet Hospital for court updates
- Adult Protective Service staffing with caseworkers about investigations
- Intake for calls on questions regarding three party petitions and discussion with family members about options of how or if to proceed, referrals to appropriate supports for family
- Preparation and screening for three party petitions
- Lexis legal research for ongoing cases
- Consultation with Family Services Crisis staff about cases
- Subcommittee meetings for developing plans for mental health funding of detoxification and day treatment center
- Ad Hoc Committee meeting for mental health / detoxification services funding
- Review of three party petitions and discussion with family members
- Consultation with crisis intervention officers
- Open records request review and responses
- Meeting with sheriff department and review of DOJ request
- Continued review of materials to submit for DOJ
- Meetings with economic staff and sheriff employees
- Phone consultation with outside counsel on DOJ investigation and production of materials
- Meetings with sheriff and management about upcoming DOJ on site visit
- Preparation of employees for onsite interviews
- Sub-committee meeting on update of EM-1 document
- Revise policies for human services regarding return to conditional hearings
- Attendance at WMMIC and WACC conference for on-going continuing legal education credits

CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):

CHIPS

1:45 Emergency Hearing with Court Commissioner: 18

Pretrial Conferences: 8

Plea/Disposition Hearings: 36

Status Hearings: 2

Extension/Permanency Plan Review Hearings: 9
Petitions Filed: 12
Appointment with Social Worker: 20
Discovery Requests filled: 25
Calls from Social Workers: 415
Calls with the Court: 57
Calls with outside Attorneys: 61
Calls with Witnesses or Police: 6

Juveniles

Case Review

HIPAA

HIPAA Incident Reviews: 3
Business Associate Agreement (Contract) Review: 1
Privacy Analysis and Review: 1

CHIPS (other):

Child in Need of Protection or Services Fact Finding Trial Prep
Child Protective Services Supervisors Meeting: 1

Wisconsin Professional Society on the Abuse of Children (WIPSAC) Meeting
Open Records Request: 2 Requests totaling 401 pages

TERMINATION OF PARENTAL RIGHTS (TPR):

Month of April

Contact with Brown County Human Services:

- Phone Calls: 47
- Email: 85
- Meetings: 5

Contact with Defense Counsel/Guardians ad Litem:

- Phone Calls: 62
- Email: 35

Contact with the Brown County Court Personnel:

- Phone Calls: 24
- Email: 22

Termination of Parental Rights:

- Hearings Attended: 12

Juvenile Guardianship:

- Hearings Attended: 5

Treasurer

- Phone calls: 3
- Email: 11
- Meetings: 2

Other Tasks:

- April 4, 2016—Phone conference with Tribal Social Worker Christina Menard re: Brown County Case Number 15TP41
- April 5-7, 2016—Attend Together for Children Conference in Lake Geneva, Wisconsin
- April 8, 2016—Attend In Rem tax foreclosure hearing; return to office and prep orders regarding the same
 - Review/respond to correspondence from property owners regarding inquiries about the hearing
 -
- April 13, 2015—Meet with Clerk of Court John Vander Leest re: Juvenile Court procedures
- April 15, 2016—Attend Depositions in Brown County Case Number 15TP41
- April 18, 2016—meeting with CPS/JJ supervisors and judges
- Contact Michigan County Human Services and Prosecutors regarding potential transfer of venue in Brown County Case Number 15TP41
- Phone call with the Michigan Department of Corrections regarding setting up video conferencing in Brown County Case Number 15TP41
- Make phone calls to area psychologists/psychiatrists to check availability to conduct a mental health assessment in Brown County case number 16TP3
- Trial Preparation in Brown County Case Numbers 15TP41 and 16TP3
 - Contact witnesses to prep for testimony
 - Prepare/copy exhibits
 - Prep for pre-trial hearings

Month of May

Contact with Brown County Human Services:

- Phone Calls: 50
- Email: 144

Contact with Defense Counsel/Guardians ad Litem:

- Phone Calls: 11
- Email: 67

Contact with the Brown County Court Personnel:

- Phone Calls: 18
- Email: 38

Treasurer

- Phone calls: 2
- Email: 11

Other Tasks:

- May 2, 2016—attend status hearing in Brown County Case Number 16TP1
- May 3, 2016—meeting with case worker to prepare testimony for a jury trial in Brown County Case Number 15TP41
- May 6, 2016—Prepare objection to defense counsel's motion to adjourn trial/attend pre-trial conference regarding Brown County Case Number 15TP41
- May 11, 2016—Attend status hearing/scheduling conference in Brown County Case Number 16TP3

- May 11, 2016—Meeting with Treasurer re: In Rem foreclosure issues and turning the In Rem process into a LEAN event
- May 12, 2016—review Chapter 6 of Brown County Ordinances regarding highway setbacks and respond to inquiry from Permit and Right of Way Coordinator regarding the same.
- May 12, 2016—respond to public works regarding set back ordinance inquiry
- May 13, 2016—meet with child protection case worker regarding possible new Termination of Parental Rights petition
- May 16, 2016—attend scheduling conference in Brown County Case Number 15TP41
- May 17, 2016—attend hearing on petition in Brown County Case Numbers 10JG5 and 10JG6
- May 19, 2016—attend status hearing in Brown County Case Number 16TP1
- May 20, 2016—meeting with child protection worker and child protection supervisor regarding new guardianship matter
- May 23, 2016—attend status hearing in Brown County Case Number 10JG20
- May 23, 2016—attend final pre-trial conference in Brown County Case Number 16TP6
- Prep motions in limine, Jury Instructions, Special Verdict Form, Witness lists, and exhibit lists for Brown County Case Number 16TP6
- Meet with/prep witnesses (foster parents, social workers, probation agent) for a jury trial scheduled in Brown County Case Number 16TP6
- Review/respond to discovery demands issued by parent's attorney in Brown County Case Number 16TP5
- Prepare/send request to Chippewa County, Michigan Judge to release a pre-sentence investigation concerning a parent in 15TP41
- Prepare/send subpoena to Central Michigan Correctional Institution requesting inmate file regarding Brown County Case Number 15TP41
- Research issues regarding qualified expert witnesses in Indian Child Welfare cases
- Research a parent's right to counsel in the department's ability to discharge counsel in juvenile court matters
- Prep new Termination of Parental Rights petitions in Brown County Case Numbers 16TP19 and 16TP20
- Prep and file new guardianship petitions in Brown County Case Numbers 16JG13, 16JG14, 16JG15, and 16JG16
- Contact former property owner regarding in rem foreclosure matter and former owner's request to redeem properties

Child Support
Budget Status Report (Unaudited)
05/31/16

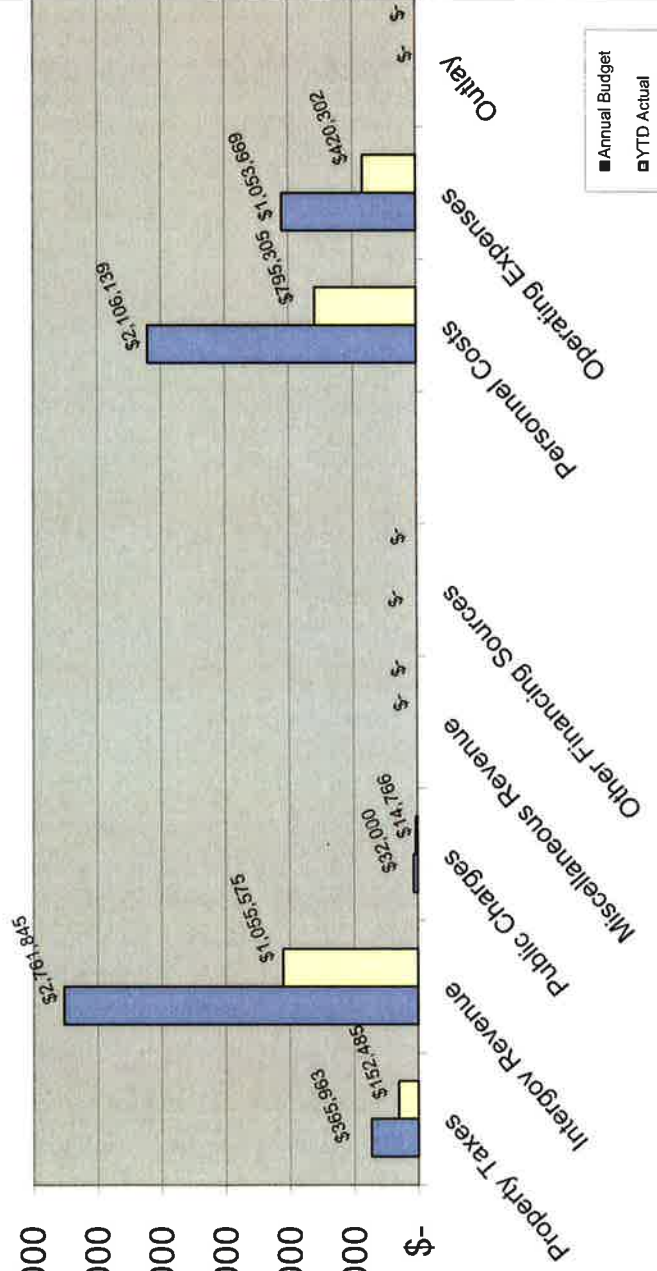
	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 365,963	\$ 152,485	41.7%	
Intergov Revenue	\$ 2,761,845	\$ 1,055,575	38.2%	
Public Charges	\$ 32,000	\$ 14,766	46.1%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 2,106,139	\$ 795,305	37.8%	
Operating Expenses	\$ 1,053,669	\$ 420,302	39.9%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Revenue: All categories are within budget based upon spending.

Expenses: On target and in line with projections

Child Support - May 31, 2016





Include Rollup Account and Rollup to Account

Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Rec'd	Prior Year Total
Fund	210 - Child Support								
REVENUE									
Department	017 - Child Support								
Division	001 - General								
4100	General property taxes	365,963.00	.00	365,963.00	30,496.92	.00	152,484.60	42	346,776.00
4302	State grant and aid revenue								
4302.003	State grant and aid revenue Incentives	1,644,558.00	.00	1,644,558.00	154,606.25	.00	755,360.81	46	1,436,740.16
4302.004	State grant and aid revenue GPR	479,923.00	.00	479,923.00	.00	.00	86,940.00	18	631,292.00
4302.007	State grant and aid revenue SPSK	365,653.00	.00	365,653.00	.00	.00	159,025.00	43	318,049.00
		271,711.00	.00	271,711.00	.00	.00	54,249.00	20	250,520.87
	4302 - State grant and aid revenue Totals	\$2,761,845.00	\$0.00	\$2,761,845.00	\$154,606.25	\$0.00	\$1,055,574.81	38%	\$2,636,602.03
4600	Charges and fees								
4600.601	Charges and fees Genetic test	18,000.00	.00	18,000.00	1,336.95	.00	3,273.14	18	17,635.13
4600.602	Charges and fees Vital statistics	500.00	.00	500.00	24.02	.00	4,408.64	882	368.41
4600.603	Charges and fees Paper service	8,500.00	.00	8,500.00	803.60	.00	4,917.00	58	8,215.83
4600.604	Charges and fees Non IV-D service	4,500.00	.00	4,500.00	420.00	.00	1,960.00	44	4,340.00
	4600 - Charges and fees Totals	\$31,500.00	\$0.00	\$31,500.00	\$2,584.57	\$0.00	\$14,558.78	46%	\$30,559.37
4601	Sales								
4601.012	Sales Copy machine use	500.00	.00	500.00	21.00	.00	206.75	41	335.25
	4601 - Sales Totals	\$500.00	\$0.00	\$500.00	\$21.00	\$0.00	\$206.75	41%	\$335.25
	Division								
	001 - General Totals	\$3,159,808.00	\$0.00	\$3,159,808.00	\$187,708.74	\$0.00	\$1,222,824.94	39%	\$3,014,272.65
	Department								
	017 - Child Support Totals	\$3,159,808.00	\$0.00	\$3,159,808.00	\$187,708.74	\$0.00	\$1,222,824.94	39%	\$3,014,272.65
	REVENUE TOTALS	\$3,159,808.00	\$0.00	\$3,159,808.00	\$187,708.74	\$0.00	\$1,222,824.94	39%	\$3,014,272.65
EXPENSE									
Department	017 - Child Support								
Division	001 - General								
5100	Regular earnings								
5100	Regular earnings	1,461,742.00	.00	1,461,742.00	99,504.98	.00	482,973.28	33	1,207,497.50
5100.998	Regular earnings Budget only	183.00	.00	183.00	.00	.00	.00	0	.00
	5100 - Regular earnings Totals	\$1,461,925.00	\$0.00	\$1,461,925.00	\$99,504.98	\$0.00	\$482,973.28	33%	\$1,207,497.50
5102	Paid leave earnings								
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	5,458.99	.00	30,281.70	+++	107,477.50
5102.200	Paid leave earnings Personal	.00	.00	.00	1,928.38	.00	12,594.61	+++	21,578.64
5102.300	Paid leave earnings Casual	.00	.00	.00	1,308.72	.00	8,505.10	+++	25,891.90
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	5,549.36	+++	42,646.93
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	334.08	.00	1,240.48	+++	3,628.52
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	(844.77)	+++	844.77
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$9,030.17	\$0.00	\$57,326.48	+++	\$202,068.26
5103	Premium								
5103.000	Premium Overtime	.00	.00	.00	7.83	.00	198.60	+++	9,673.83
5103.100	Premium Comp time	.00	.00	.00	.00	.00	.00	+++	280.82
	5103 - Premium Totals	\$0.00	\$0.00	\$0.00	\$7.83	\$0.00	\$198.60	+++	\$9,954.65
5109	Salaries reimbursement								



Include Rollup Account and Rollup to Account

[illegible]



9003 Transfer out

9003.100 Transfer out General Fund

9003 - Transfer out Totals									
	.00	.00	.00	.00	.00	.00	.00	.00	48,368.36
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,368.36
Division 001 - General Totals									
	\$3,159,808.00	\$0.00	\$3,159,808.00	\$236,857.47	\$61,907.86	\$1,215,606.55	\$1,882,293.59	40%	\$3,010,272.65
Department 017 - Child Support Totals									
	\$3,159,808.00	\$0.00	\$3,159,808.00	\$236,857.47	\$61,907.86	\$1,215,606.55	\$1,882,293.59	40%	\$3,010,272.65
EXPENSE TOTALS									
	\$3,159,808.00	\$0.00	\$3,159,808.00	\$236,857.47	\$61,907.86	\$1,215,606.55	\$1,882,293.59	40%	\$3,010,272.65
Fund 210 - Child Support Totals									
	3,159,808.00	.00	3,159,808.00	187,708.74	.00	1,222,824.94	1,936,983.06	39	3,014,272.65
REVENUE TOTALS									
	3,159,808.00	.00	3,159,808.00	236,857.47	61,907.86	1,215,606.55	1,882,293.59	40	3,010,272.65
EXPENSE TOTALS									
	\$0.00	\$0.00	\$0.00	(\$49,148.73)	(\$61,907.86)	\$7,218.39	\$54,689.47		\$4,000.00
Grand Totals									
	3,159,808.00	.00	3,159,808.00	187,708.74	.00	1,222,824.94	1,936,983.06	39	3,014,272.65
REVENUE TOTALS									
	3,159,808.00	.00	3,159,808.00	236,857.47	61,907.86	1,215,606.55	1,882,293.59	40	3,010,272.65
EXPENSE TOTALS									
	\$0.00	\$0.00	\$0.00	(\$49,148.73)	(\$61,907.86)	\$7,218.39	\$54,689.47		\$4,000.00
Grand Totals									

Departmental Openings Summary-June 2016

To: Administration Committee

From: Child Support Department

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Clerk II	6/17/2016	interdepartmental transfer	fill	currently recruiting
Enforcement Specialist	7/5/2016	retirement	fill	A1/justification submitted
Child Support Clerk	7/6/2016	interdepartmental transfer	fill	A1/justification submitted

Ex: Transfer, Wage, Working Conditions



Child Support Agency Director Summary May/June 2016

Performance Measures Comparisons as of 5/31/16

Federal Performance Measures	Brown FFY 5/31/16	Brown YTD 5/31/15	Brown YTD 5/31/14	YTD Improvement 2015 vs 2016	State Average	Brown vs. State
Court Order Rate	90.04%	90.16%	89.13%	-.16%	87.17%	2.87%
Paternity Establish Rate	103.96%	102.31%	103.01%	1.65%	100.01%	3.95%
Curr Support Collections	78.70%	77.93%	76.75%	1.95%	74.58%	4.12%
Arrears Collection Rate	65.46%	64.35%	63.99%	1.47%	63.83%	1.63%

	Brown County 5/31/16	Brown County As of 5/31/15	Difference 2015 vs 2016	Statewide Total increase	Average caseload
Caseload size	14,513	14,294	+219	2,960	1040

Director Updates

STAFFING UPDATES

Interviews have been conducted and an offer is being extended to fill our current vacant Paternity Specialist position.

We will also be interviewing within the next few days to fill the vacant Clerk II position.

Lastly, recruitments will begin to fill upcoming vacancies in our Support Information Center (due to an interdepartmental transfer) and our Enforcement unit (due to a retirement).

SPSK GRANT UPDATES

Martin Keberlein will be starting on July 11th with Forward Services Corp. Martin will fulfill the role of Employment Coordinator in SPSK and brings with him a wealth of knowledge having worked for many years in law enforcement. His arrival comes as we begin another two week curriculum session. Martin will have the ability to shadow John Holzberger who has been providing services to the grant on an interim basis until the Employment Coordinator has been on-boarded.

MISCELLANEOUS

Budget time is upon us! Quarterly meetings continue and input has been provided in terms of budgetary needs/wish lists.

WORK GROUP UPDATES

Fun- Shine : Given upcoming vacancies/staff departures, the Fun-Shine group has welcomed Karen Ferry back. The group is currently recruiting for new members to ensure that events and incentive days continue.

TEAM: TEAM continues to address policy and procedural matters, included updates and revisions to the CSA position(s) manual as necessary. This group meets weekly to address unresolved continuous improvement endeavors.

REPORTS: This work group continues to review various reports and provide recommendations as to which are most significant and beneficial in terms of generation, distribution & monitoring. Innovation coming out of the work group in terms of ideas includes protected/uninterrupted time from 2:30-4:30 twice per week. This will begin in the month of July, on a trial basis, to improve efficiency/productivity.



Budget by Account Classification Report

Through 05/31/16
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 670 - BC Community Area Network									
REVENUE									
Intergov Revenue	.00	143,531.00	143,531.00	.00	.00	.00	143,531.00	0	561,843.52
Public Charges	.00	1,846.00	1,846.00	1,057.93	.00	43,772.30	(41,926.30)	2371	1,792.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$0.00	\$145,377.00	\$145,377.00	\$1,057.93	\$0.00	\$43,772.30	\$101,604.70	30%	\$563,635.52
EXPENSE									
Operating Expenses	.00	70,662.00	70,662.00	2,145.39	550.00	19,838.84	50,273.16	29	85,855.56
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$0.00	\$70,662.00	\$70,662.00	\$2,145.39	\$550.00	\$19,838.84	\$50,273.16	29%	\$85,855.56
Fund 670 - BC Community Area Network Totals									
REVENUE TOTALS	.00	145,377.00	145,377.00	1,057.93	.00	43,772.30	101,604.70	30	563,635.52
EXPENSE TOTALS	.00	70,662.00	70,662.00	2,145.39	550.00	19,838.84	50,273.16	29	85,855.56
Fund 670 - BC Community Area Network Totals									
REVENUE TOTALS	\$0.00	\$74,715.00	\$74,715.00	(\$1,087.46)	(\$550.00)	\$23,933.46	\$51,331.54		\$477,779.96
Fund 710 - Technology Services									
REVENUE									
Intergov Revenue	349,051.00	(143,531.00)	205,520.00	12,955.81	.00	113,276.25	92,243.75	55	158,207.67
Public Charges	1,846.00	(1,846.00)	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	4,699,354.00	.00	4,699,354.00	286,225.40	.00	2,494,232.61	2,205,121.39	53	4,287,148.26
Other Financing Sources	200,000.00	(200,000.00)	.00	341,107.40	.00	341,107.40	(341,107.40)	+++	202,067.97
REVENUE TOTALS	\$5,250,251.00	(\$345,377.00)	\$4,904,874.00	\$640,288.61	\$0.00	\$2,948,616.26	\$1,956,257.74	60%	\$4,647,423.90
EXPENSE									
Personnel Costs	1,895,275.00	.00	1,895,275.00	117,565.86	.00	586,167.90	1,309,107.10	31	1,655,358.73
Operating Expenses	3,586,588.00	(70,662.00)	3,515,926.00	187,140.82	113,958.88	2,340,699.47	1,061,267.65	70	3,462,725.86
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$5,481,863.00	(\$70,662.00)	\$5,411,201.00	\$304,706.68	\$113,958.88	\$2,926,867.37	\$2,370,374.75	56%	\$5,118,084.59
Fund 710 - Technology Services Totals									
REVENUE TOTALS	5,250,251.00	(345,377.00)	4,904,874.00	640,288.61	.00	2,948,616.26	1,956,257.74	60	4,647,423.90
EXPENSE TOTALS	5,481,863.00	(70,662.00)	5,411,201.00	304,706.68	113,958.88	2,926,867.37	2,370,374.75	56	5,118,084.59
Fund 710 - Technology Services Totals									
REVENUE TOTALS	\$231,612.00	(\$274,715.00)	(\$506,327.00)	\$335,581.93	(\$113,958.88)	\$21,748.89	(\$414,117.01)		(\$470,660.69)
Grand Totals									
REVENUE TOTALS	5,250,251.00	(200,000.00)	5,050,251.00	641,346.54	.00	2,992,388.56	2,057,862.44	59	5,211,059.42
EXPENSE TOTALS	5,481,863.00	.00	5,481,863.00	306,852.07	114,508.88	2,946,706.21	2,420,647.91	56	5,203,940.15
Grand Totals	(\$231,612.00)	(\$200,000.00)	(\$431,612.00)	\$334,494.47	(\$113,508.88)	\$45,682.35	(\$362,785.47)		\$7,119.27

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TECHNOLOGY SERVICES DEPARTMENT

Brown County

111 N. JEFFERSON STREET, SECOND FLOOR
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE: (920) 448-4025 FAX: (920) 448-6266 WEB: www.co.brown.wi.us

Technology Services, Monthly Report, July 2016

Covers June 2016 Technology services activity

Items of Note

1. The SharePoint FTE was postponed due to funding and availability for 2016/2017.
2. No significant security or system outages to report for the Month of May.

Staffing Report:

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Enterprise System Analyst II	April 3 rd	Employment outside the county	TERMINATED	Position terminated, as funding for 2017 through Human Services was terminated.
Enterprise System Analyst I	March 31	Contract	FILL	TOC approved 6/15 - Interviewing
Enterprise SharePoint Administrator/Developer	NEW	N/A	POSTPONED	Position cut in 2017 budget, will review for 2018.

Project/Activity Updates

3. State of Wisconsin is retiring the Emergency Management eSponder tool; BCTS working with Emergency management and PSC (and other departments) on replacement tool – preferably usable by every department.
4. Ongoing work to bring NEWEye PEG TV online – fiber completed 6/17
5. Golf Course - Oneidas "Service Line Agreement" - no update.
6. BCTS Staffing reorganization continues. Go live for new work order system with new prioritization planned – planned for July 1st 2016.
7. BCTS 2017 final budget submitted
8. Email Archive Project completion expected by Q3/Q4 2016.
9. 911 Computer Aided Dispatch (CAD) contract progressing
10. Jail Work Release Camera replacement project – ongoing (roughly 1/3rd done).
11. Work on PALS/Treasurer Land Records RFP started
12. Electrical problem identified at PSC, budget planning for 2018

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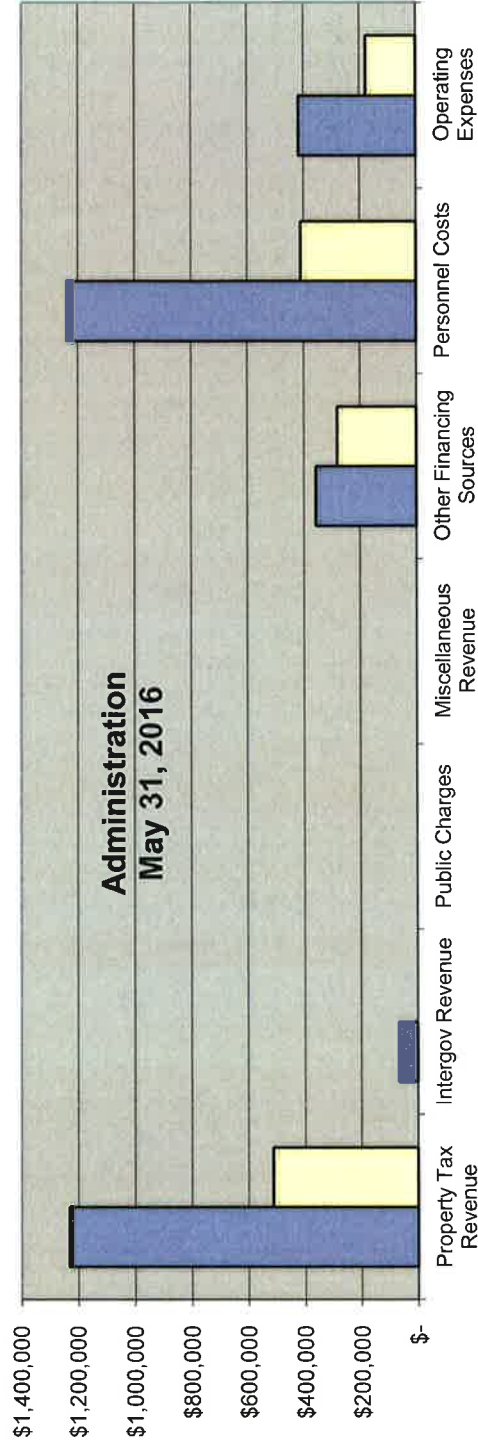
Brown County
Administration
Budget Status Report
For period ended 4/30/2016

HIGHLIGHTS:

Revenues: Other financing sources variance includes a reimbursement for project team personnel costs which is trending lower due to vacancy of project team members.

Expenses: Personnel costs are trending lower due to vacancy of a project team member, and a Administration/Communications Coordinator position.

	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,230,927	\$ 512,886	42%
Intergov Revenue	\$ 66,720	\$ -	0%
Public Charges	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 355,448	\$ 280,584	79%
Personnel Costs	\$ 1,236,633	\$ 408,920	33%
Operating Expenses	\$ 416,462	\$ 176,124	42%





Administration Budget Status Report - May 2016

Through 05/31/16

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	1,230,927.00	.00	1,230,927.00	102,577.25	.00	512,886.25	718,040.75	42	1,196,251.00
Intergov Revenue	66,720.00	.00	66,720.00	.00	.00	.00	66,720.00	0	.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	74,864.00	280,584.00	355,448.00	.00	.00	280,584.00	74,864.00	79	334,422.92
REVENUE TOTALS	\$1,372,511.00	\$280,584.00	\$1,653,095.00	\$102,577.25	\$0.00	\$793,470.25	\$859,624.75	48%	\$1,530,673.92
EXPENSE									
Personnel Costs	1,236,633.00	.00	1,236,633.00	78,341.97	.00	408,920.45	827,712.55	33	1,283,595.14
Operating Expenses	135,878.00	280,584.00	416,462.00	4,913.12	.00	176,123.85	240,338.15	42	98,156.33
EXPENSE TOTALS	\$1,372,511.00	\$280,584.00	\$1,653,095.00	\$83,255.09	\$0.00	\$585,044.30	\$1,068,050.70	35%	\$1,381,751.47
Fund 100 - GF Totals									
REVENUE TOTALS	1,372,511.00	280,584.00	1,653,095.00	102,577.25	.00	793,470.25	859,624.75	48	1,530,673.92
EXPENSE TOTALS	1,372,511.00	280,584.00	1,653,095.00	83,255.09	.00	585,044.30	1,068,050.70	35	1,381,751.47
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$19,322.16	\$0.00	\$208,425.95	(\$208,425.95)		\$148,922.45
Grand Totals									
REVENUE TOTALS	1,372,511.00	280,584.00	1,653,095.00	102,577.25	.00	793,470.25	859,624.75	48	1,530,673.92
EXPENSE TOTALS	1,372,511.00	280,584.00	1,653,095.00	83,255.09	.00	585,044.30	1,068,050.70	35	1,381,751.47
Grand Totals	\$0.00	\$0.00	\$0.00	\$19,322.16	\$0.00	\$208,425.95	(\$208,425.95)		\$148,922.45

2016 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
<u>16-42</u>	5/18/16	Sheriff	This request is to increase overtime and fringe benefits to reflect participation in a Speed Enforcement grant from the Wis. DOT BOTS Office. This grant is administered by the Green Bay Police Dept. with a pass-through to the Sheriff's Office and runs through Sept. 2016. Increased expenses are offset by grant revenue. Similar grant programs have been provided to the County in prior years. It was not included in the 2016 budget because the Wis DOT did not offer it when the budget was created. Increase revenues by \$22,000 offset by increase in expenses by \$22,000. No tax levy effect. Amount: \$22,000	7	5/19/2016	Y	PS - 6/1/16 City Bd- 6/15/16 Email sent to dept: 5/20/16	J3387 No actual
<u>16-43</u>	5/20/16	Sheriff	This request is to increase overtime and fringe benefits to reflect participation in a State Crisis Intervention Training grant passed through from Winnebago County. This grant pays for wages and fringes to back-fill positions to cover training hours. Increased expenses are offset by grant revenue. This was a new grant in 2016 and therefore was not included in the 2016 adopted budget. Increase revenues by \$5,428 offset by increase in expenses of \$5,428. No tax levy effect. Amount: \$5,428	7	5/23/16	Y	PS - 6/1/16 City Bd- 6/15/16 Email sent to dept: 5/24/16	J3388 No actual
<u>16-44</u>	5/20/16	Parks	In the 2016 budget process \$15,000 was allocated for Parks Friends group contributions for Outlay items to be determined by the Parks Department & committee. This budget adjustment request is to reallocate the \$15,000 to be used for parking improvements at Fonferek's Glen Park, which the Dept of Public Works will complete. The dollars will need to be reallocated to an intra-County charge expense account for proper accounting. Amount: \$15,000	3	5/26/16	N	--	J2889 No actual
<u>16-45</u>	5/26/16	Land Con	Land and Water Conservation has several grants that the award period crosses fiscal years. This budget adjustment is to properly budget for the unspent grant awards in 2016. Amount: \$100,942	2	5/26/16	N	--	J2890 No actual
<u>16-46</u>	5/26/16	Community Programs	COP, IMD & Family Support no longer exist for 2016, They have been replaced with Children's COP & Community Mental Health Programs. Amount: \$1,834,721	1	5/26/16	N	--	J2924
<u>16-47</u>	5/24/16	Human Resources	Reallocating funds within operating expenses: decreasing \$730 from office supplies and increasing \$730 in Telephone-cell amount. Previous HR Directors didn't have a cell phone; therefore no amount was budgeted in the past. Amount: \$730	1	5/26/16	N	--	J2909 No actual
<u>16-48</u>	5/27/16	Human Services	Make corrections to Community Programs Short Term Disability Allocation. During 2016 Budget preparation - STD was budgeted in accounts that shouldn't have been budgeted to. This budget adj. is to make the technical corrections in Logos. Amount: \$14,672	2	5/31/2016	N	--	J2931 J2925
<u>16-49</u>	5/27/16	Human Services	On March 16, 2016 the County Board approved a resolution to provide \$60,000 of funds to support Family Access Solutions Programs in 2016. The funds are allocated out of the Behavioral Health Expansion funding of \$1.15 million that was included in the 2016 budget however, prorated in 2016 due to services not being in place the entire year. The funds were specifically identified to come out of Detox. The budget adj. moves funds from the Behavioral Health Expansion Detox Service line item to a purchased services line item in Children Youth and Families. Amount: \$60,000	4	5/31/2016	N	--	J2912 No actual
<u>16-50</u>	6/2/16	Human Services	Two new positions were added however the computer equipment needed was not budgeted for. This will allocate funds from CMI to Non-Outlay to cover the cost of the equipment quoted at \$3,220. Amount: \$3,220	1	6/8/16	N	--	J3059

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE	FINANCE REF.
<u>16-51</u>	6/7/16	UW Extension	UW-Extension has received funding from Sanimax to offset costs of Breakfast on the Farm. Amount: \$2,000	7	6/10/16	Y	<i>PD&T 6/27/16 City Bd - 7/20/16 Email sent to dept: 6/10/16</i>	
<u>16-52</u>	6/9/16	Human Services	To move items out of units 162, 163 and 165 to ongoing units, post-family care. Amount: \$185,304	1	6/10/16	N	--	J3227
<u>16-53</u>	6/7/16	Human Services	Regular COP has been split into children's COP and mental health COP for 2016. COP has been rolled into a new program in the children's area along with Family Support; and it has been rolled into a new program in the mental health area along with CSP wait list, certified mental health, and mental health block grant. The overall 2016 allocation was increased by \$13,243. Amount: \$2,332,227	1	6/10/16	N	--	J3242
<u>16-54</u>	6/13/16	Admin	With the creating of the 2017 budget for dental insurance, multiple new accounts were set up to track expenses and revenues in a more meaningful way. In addition, new accounts were set up for employee vs. departmental charges for a more accurate presentation on the annual CAFR. The 2016 budget is proposed to amend allocating amounts based upon actual activity for January through April 2016. There is no net increase in revenues or expenses. Amount: \$1,454,756	2	6/15/16	N	--	J3349
<u>16-55</u>	6/14/16	Admin	With the creation of the 2017 budget for health insurance, multiple new accounts were set up to track revenues in a more meaningful way. In addition, new accounts were set up for employees vs. departmental charges for a more accurate presentation on the annual CAFR. The 2016 budget is proposed to be amended allocating amounts based upon actual activity for January through April 2016. There is no net increase in revenues. Currently, data is not available to split health insurance claims data into employee, retirees, COBRA, and ADRC categories. We will work on UMR and M3 Insurance on this topic. Amount: \$18,302,529	2	6/15/16	N	--	J3350
<u>16-56</u>	6/17/16	UW - Extension	UW- Extension in conjunction with Jackson County has received a Farm Safety Grant to produce education resources for Agricultural Chemical Safety in Spanish in the form of videotapes and curriculum materials. Amount: \$1,500	7	6/24/16	Y	<i>PD&T 7/25/16 City Bd - 8/17/16 Email sent to dept: 6/27/16</i>	
<u>16-57</u>	6/20/16	Parks	This budget adjustment for the Parks Department is due to a grant allocation from the Brown County Professional Football Stadium District for funding not to exceed \$80,000 to pay the cost of a Master Plan and Connectivity Study for the Fairgrounds property. The expense of the plan will be offset by revenue from the Stadium District not to exceed \$80,000. Amount: \$80,000	7	6/24/16	Y	<i>Ed & Rec 7/7/16 City Bd - 7/20/16 Email sent to dept: 6/27/16</i>	

DEPARTMENT OF ADMINISTRATION

Brown County

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CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

June 20, 2016

Committee Date:
July 6, 2016

TO: Administration Committee
FROM: Chad Weininger
Director of Administration
SUBJECT: June Director's Report

I. Risk & Purchasing Department

External Events: Ten (10) events were recorded in May. There were four falls and three downed or cut utility lines. A child fell out of a stroller at the zoo. A volunteer was struck by a cane when retrieving the item from the ADRC lending closet. A dead tree branch at the park fell smashing a parked car's windshield.

Internal Events: There was one (1) property damaged event. An intoxicated driver damaged the mail box, bush and tree at the Hazardous Waste Facility.

Claims: Two (2) claims were filed. While backing up, a Highway Department vehicle struck the vehicle behind it. Also, an inmate is alleging a civil rights violation based on his perception that staff was deliberately indifferent to his medical needs. Seventeen (17) claims remain open: Auto Liability 2; Civil Rights Violations 9; Employee 3; General Liability 3.

Insurance: The application for Medical Professional and Facility General Liability insurance was completed for the Community Treatment Center and a policy renewed with Convergys. The list of locations containing 9-1-1 equipment was provided to Aon. Aon provided the information to our property insurer, Travelers. Shelter Care was provided with a certificate of insurance and copy of the County's Disaster Response Plan needed for its relicensing.

Purchasing: Barb West, Dale DeNamur and Dan Process met with the Highway Department to discuss purchasing processes. Dale updated Purchasing's current flowchart and provided it to the Highway Department as a starting point for their process. Purchasing returned all pricing information to the departments as part of the annual budget process. Purchasing published/completed solicitations for May, RFQ 7, OTP 4, RFQ 4, RFB 2.

II. Finance Department

2015 Audit: The Finance Department worked with outside audit firm in preparation of the 2015 CAFR, and the Uniformed Grant Guidance. Responded to detailed public records request from the Milwaukee Journal-Sentinel related to OPEB (Other Post-Employment Benefits) liability and other issues

2016 Budget: Prepared 1st Quarter Over/Under report with brief comments projecting annual activity for levy-funded departments

2016 Bonding & Refunding: Worked with financial advisory firm and bond counsel on the 2016 debt issuance including a Moody's bond rating call. The County continues to maintain a AAA rating.

2017 Budget: The 2017 budget process is underway. Working with the Executive to set Levy targets and reviewing individual department budgetary needs.

III. Logos Project Implementation Update:

The Kronos Project Team continues to work with the Sheriff's Office on implementing Timekeeper for electronic time cards. The first division to be implemented is the Jail Division. DSS training was provided to Finance and Human Resource staff to enable better utilization of reports for management.

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive